

KIARA COLLEGE

Parent Handbook 2027

IMPORTANT

Parent & Students
please ensure you have signed
the Parent Handbook Declaration
in the Student Enrolment Forms
Booklet when you have read
this handbook.



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WELCOME

Kiara College is a vibrant learning community located on the western edge of the Swan Valley. We are a proudly Independent Public School with the unique characteristic of a school farm on our site.

SCHOOL VISION & VALUES



Catering for Years 7-12, Kiara College offers comprehensive and innovative programs that support students to achieve their potential. Students can follow an ATAR, General or VET pathway preparing them for university entry, TAFE or employment. We also offer the ECU UniPrep course enabling students to complete a university bridging course while still at school.

A wide range of partnerships with universities, community groups and agencies such as Clontarf Academy, The Smith Family, Australian Business and Community Network (ABCN), Rotary International, ASPIRE UWA, The Salvation Army, Foodbank Australia, Youth Focus, Glass Jar Australia (Shooting Stars), and The Department of Communities CPFS enhance the support and opportunities we provide our students.

We offer an extensive array of support including scholarships, intervention programs, case management and mentoring. As an Act, Belong, Commit school we actively promote a positive approach to mental health and wellbeing. Our dedicated Student Services Team work closely with staff, students, and families to provide wrap-around support. We are also a Positive Behaviour in School (PBIS) and our four priority behaviours support and reinforce our school values.

A \$20 million dollar upgrade has added a beautiful Performing Arts Theatre and dedicated Administration area as well as undercover Basketball courts to our facilities. In 2024 we refurbished two teaching areas that now accommodate our innovative STEM labs. We have also added two other classrooms to house our new Autism Specialised Learning Program.

More detailed information and the full version of policies are available on our website www.kiaracollege.wa.edu.au You can also keep up to date with news and information by following us on Facebook & Instagram <http://www.facebook.com/KiaraCollegeOfficial>

COLLEGE STAFF

Executive Team

Principal	Innocent Chikwama	Heads of Learning Areas (HOLA)
Associate Principal - Years 7 - 8	Kaye Stevens	Teachers in Charge
Associate Principal - Years 9 - 10	David Sullivan	Teachers
Associate Principal - Years 11 - 12	Marita Rozario	Student Services Team
Manager Corporate Services	Donna Baken	Nurse
		Allied Professionals
		Chaplain
		Psychologist

TERM DATES – 2027

TERM DATES	FIRST DAY STUDENTS	LAST DAY STUDENTS
Term 1	Monday 1 February	Friday 9 April
Term 2	Monday 26 April	Friday 2 July
Term 3	Monday 19 July	Friday 24 September
Term 4	Monday 11 October	Thursday 16 December

PUPIL FREE DAYS/STAFF DEVELOPMENT DAYS - 2027

TBA	
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SIREN TIMES

MONDAY - FRIDAY

PERIOD	START TIME	FINISH TIME	MINUTES
1	8.50am	9.54am	64
2	9.54am	10.58am	64
RECESS	10.58am	11.21am	23
3	11.21am	12.25pm	64
4	12.25pm	1.29pm	64
LUNCH	1.29pm	1.51pm	22
5	1.51pm	2.55pm	64

KIARA COLLEGE UNIFORM POLICY

PURPOSE

The College Board has endorsed the dress code for all students attending Kiara College and believes that a dress code:

- Enhances College identity and spirit, and reduces pressure on students when choosing school clothing.
- Promotes the public image of the College.
- Improves safety by making students easily recognisable on College grounds and during excursions.
- Encourages safe footwear and appropriate jewellery, contributing to student safety.
- Is convenient and cost effective for families.
- Promotes a higher standard of dress, which is often accompanied by a higher standard of behaviour.
- Demonstrates to students that different standards of dress are appropriate for different situations, helping to prepare them for future careers and life beyond school.

COLLEGE UNIFORM

To maintain consistency and College identity, navy blue is the only approved colour for uniform bottoms and outerwear. Black items are not considered part of the Kiara College uniform and must not be worn as a substitute.

- **Plain navy blue trousers, track pants, shorts or skirt/skort.**
- **Plain navy blue jumper, jacket or official Kiara College jacket.**

Lower School - Years 7 to 9

- Navy blue and aqua polo shirt.

Senior School - Years 10 to 12

- Navy blue and white polo shirt.

Exceptions regarding the uniform shirts apply to students enrolled in approved College programs including, Clontarf Academy, Follow the Dream, Shooting Stars and Specialist Agriculture.

FOOTWEAR

- Suitable flat, enclosed shoes must be worn.
- High heels, Ugg boots, Slides, Crocs and Sandals are not permitted due to safety requirements.

ADDITIONAL REQUIREMENTS

- Only navy blue uniform bottoms and outerwear are permitted. Black trousers, track pants, shorts, skirts, skorts, leggings, jackets, jumpers, and hoodies are not acceptable.
- **NO** denim.
- **NO** leggings, tights, skins or yoga pants **unless** worn underneath shorts or a skirt. These **MUST be plain navy blue.**
- Midriff tops and low-cut tops are **NOT** permitted.
- Shorts **must** be an appropriate length for school, be loose-fitting and extend to at least the fingertips when the student's arms are relaxed by their sides.
- **NO** visible logos other than the official Kiara College logo. As a guide, logos should not be larger than a matchbox.
- Headwear must not display inappropriate words, symbols or logos and must **NOT** be worn in class.

JEWELLERY AND BODY ADORNMENTS

- Must be small, discreet, and must not present a health or safety risk to the student, other students, or staff.
- Students are encouraged to keep jewellery and make-up to a minimum.

IF A STUDENT DOES NOT WEAR COLLEGE UNIFORM

Acceptance of the Kiara College Uniform policy was acknowledged by you and your student on the enrolment form.

If a student does not wear the full uniform to school:

- Parents/caregivers will be contacted and asked to bring the student's uniform to school, or
- Student will be asked to change into a loaned uniform for the day and must return the uniform to Student Services at the end of that school day.

WHERE TO PURCHASE UNIFORMS

Official Kiara College uniforms are available to purchase from **GearUp Promotions**.

Location: Unit 1, 57 Buckingham Drive, Wangara
Contact: (08) 9303 9733
Website: <https://gearuppromo.com.au/all-clothing/schools/kiara-college>
Opening hours: Monday to Friday from 8.30am – 4.30pm
(Please confirm with GearUp Promotions prior to visiting)



- Credit card, EFTPOS, and layby facilities are available.
- Online orders are available with the option to collect from the store or home delivery.
(costs may apply, please refer to GearUp Promotions for more information regarding this option).

Plain navy blue trousers, track pants, shorts, skirts, and skorts may be purchased from Gear Up Promotions or other retailers (e.g. Kmart, Target, Big W), provided they:

- Are plain navy blue in colour.
- Do not have visible logos, stripes, branding or decorative features.
- Meet the requirements outlined in this policy.

		
Navy/Aqua Polo Years 7 - 9	Navy/White Polo Years 10 -12	Unisex Fleecy Crew Jumper Years 7 – 12
		
Unisex Fleecy Hoodie Years 7 - 12	Track Jacket Years 7 - 12	Unisex Fleece Track Pants Years 7 - 12

GOOD STANDING POLICY (Years 7 - 12)

The Good Standing Policy emphasises the importance of students taking responsibility for the choices they make on a daily basis, which impacts academically and socially on themselves and others.

The Good Standing Policy is complimentary to the College Positive Behaviours approach and aims to provide regular acknowledgement and recognition for the majority of students who consistently behave and act according to the College's core values of *Respect & Responsibility, Effort & Excellence, Care and Commitment*.

To maintain 'Good Standing' students must comply with Kiara College's stated position on Attendance and Behaviour, inclusive of the uniform and mobile phone policy.

'Good Standing' is a status that all Kiara College students are granted at the beginning of each year.

It is the responsibility of the student to maintain their good standing. Students with Good Standing are eligible to participate in reward days that are extra-curricular and/or events where students are representing the College.

LOSS OF GOOD STANDING

Students who lose their Good Standing may lose the privilege of participating in various events throughout the school year. Examples include excursions, school camps, interschool sporting events, sports days, College Ball and year-based activity days. This is not an exhaustive list.

- Students who lose their Good Standing will have a fair process to earn back their privileges. Any offences that occur whilst on probation will result in the requirements starting over.
- Loss of Good Standing is actioned by Student Services through the Associate Principals. Reinstatement of Good Standing will require students to uphold the attendance and behaviour requirements as well as complete submission of tasks.

NOTE

Students will have access to all College based events that are part of the curriculum, regardless of Good Standing status.

GOOD STANDING POLICY (Years 7 – 12)

The following table outlines reasons why a student's Good Standing would be withdrawn and ways to earn it back.

Reasons	Level at which loss of good standing occurs	Requirements to regain good standing privileges.	Action
Attendance	Unauthorised / Unexplained absences contributing to an attendance rate below 80% in any five-week period.	Clearing of Unexplained absences and/or attendance rate of 80% or above in any five-week period following loss of Good Standing.	Contact to parent/caregiver at point of concern.
Behaviour	Ten or more low Level behaviours inclusive of uniform and mobile phone breaches or three Level 2 behaviours	Twenty consecutive days achieving good behaviour with no further incidents of unacceptable behaviour since the last incident.	Contact to parent/ caregiver after ten behaviour breaches, or at the discretion of the teacher at time of behaviour.
Suspension	First and all subsequent occasions	Automatic loss of Good Standing for a minimum of five weeks. Restoration dealt with on an individual basis under direction of school's administration team.	Parent/care-giver interview or case conference on re-entry to school. Two week behaviour contract on re-entry to school.
Uniform	Four uniform Breaches	Must not breach the uniform policy for a minimum of five weeks.	Contact to parent/caregiver after third breach

SAFE COLLEGE

Kiara College operates in the belief that all students have the right to learn in a safe, caring and productive learning environment.

Students, teaching staff, administrators and visiting members of the community have the right to feel safe at all times and the responsibility to collaboratively support a positive learning environment.

Kiara College has a strong commitment to pastoral care. In addition to teaching staff and educational assistants who support students in the classroom, there are a number of Student Services staff who provide information, guidance and counselling on issues ranging from social skills, cultural identity and health and hygiene concerns. Students can make appointments to discuss their concerns. Staff may refer concerns to Student Services and the Student Services Team will run programs for identified students. This set of guidelines was created in the interests of good taste, consideration of others and exemplary role modelling. Kiara College is a public place and public displays of affection (PDA) can serve to make many students and staff members uncomfortable.

STUDENT CODE OF CONDUCT

Public displays of affection

Those engaging in public displays of affection are often not aware that others do not wish to see them being intimate.

It is not a matter of 'right or wrong'; it is a matter of what is appropriate behaviour for a particular setting.

Kiara College hopes that students care for one another in the context of a positive and caring College setting. This can often be expressed in friendly hugs, pats on the back or shoulders, handshakes and other forms of physical contact that are wholesome and appropriate. All such contact should be open and inclusive within a social group to be acceptable.

Be respectful

Address others in a courteous manner e.g. use "please" and "thank you".

Listen while the teacher is speaking to the class.

Treat other students and their property in a respectful way – NO BULLYING.

Be responsible

Try to resolve conflicts in an acceptable way.

Keep the College free of litter.

Use appropriate language – e.g. no swearing.

Be ready

Come to class on time.

Come to class with the appropriate equipment.

Be ready to learn.

Major breaches of the Student Code

When a student commits a major breach of the Student Code, a formal process or contract may be implemented immediately

STUDENT DRIVERS

Students are required to have a permit to park their car at the College. The permit needs to be displayed on the dashboard of the car at all times. Students apply to the Associate Principal for an "Application to Become a Registered Driver". Students are permitted to park their car in the designated bays **outside** the College gates.

COLLEGE RULES

It is expected that all teachers will respond to students breaking College rules. It is also understood that there will be a range of consequences for these behaviours, depending on the individual student and circumstances.

1. Defiance - refusing to follow lawful instructions.
2. Threats - verbal and physical threats to staff and/or other students.
3. Physical and verbal abuse of staff or other students.
4. Malicious damage to property - this includes misuse of equipment.
5. Criminal act - any illegal activity will be reported to Police.
6. Racial abuse or vilification.

RESPECT EACH OTHER (REO)

REO stands for **Respect Each Other**. Respect is accepting other people's differences, whether they are nationality, attitudes, or values. **REO** is about encouraging each person to be caring, respectful of the rights of others and to find constructive ways of managing conflict. **REO** contracts are based on the 'Shared Concern' method of addressing bullying or harassment.

BULLYING

Bullying/harassment is behaviour that is meant to hurt, injure, embarrass or upset the other person. It may involve a group of people or a more powerful person picking on someone. Making hurtful comments about someone because of their race, gender, appearance, or abilities is also a form of bullying/harassment. Racism is particularly offensive and is regarded as a serious issue by both the College and wider community.

You have the right to feel safe at this College.

Ways you can help yourself.	Ways you can help others.
Be proud of who you are and where you come from.	Make it clear to your friends that you won't be involved in bullying behaviour.
Stand tall and look the harasser in the eye.	Never stand by and watch or encourage bullying behaviour.
Tell the harasser to leave you alone and walk away.	Do not tease or spread gossip about others.
Ignore and/or avoid the harasser.	Respect everyone and value the differences between people.
Find friendly peers to hang out with.	Be friendly towards others who are new to the College or are left out.
Stay away from places where you might be harassed.	Ways you can help others.
Act confidently.	Make it clear to your friends that you won't be involved in bullying behaviour.

You may want to talk about the problem but may not want any action taken. That is okay. Asking for help isn't dobbing. There is a big difference between dobbing and asking for help. If you have tried to stop the harassment or if it is very serious, ask for help. The Student Services Team is available to assist you.

IN ALL SETTINGS WE WEAR OUR COLLEGE UNIFORM WITH PRIDE.

	Classroom/Learning Areas	College Grounds/Break Times
We are respectful	We keep our hands, feet, negative opinions, and other objects to ourselves. We use equipment, resources, and facilities in an appropriate manner. We use our manners. We use appropriate language.	We stay in permitted areas. We place rubbish in the bin. We are respectful of others and their activities. We include others in games. We use appropriate language.
We are responsible	We arrive to class on time. We have correct equipment for class. We meet deadlines. We follow instructions in a timely manner. We keep our work neatly filed. We take responsibility for our learning e.g., requesting missed assessments if absent.	We use break time to go to the toilet, eat and drink. We move safely around buildings and on paths.
We are caring	We consider others' rights, values, opinions and feelings. We help others.	We consider our own safety and the safety of others. We use manners and queue correctly at the Canteen.
We give our best effort	We keep trying/persevere. We actively participate in class activities. We seek help when required. We complete tasks to the best of our ability.	We access available support e.g., Homework classes.

IN ALL SETTINGS WE REPRESENT OUR COLLEGE POSITIVELY.

Cyber/Technology	Our community	Whole College Assemblies and Events
We use social media positively. We keep private information private.	We positively engage with the community.	We listen when others are speaking. We are attentive. We engage appropriately and positively during school events.
We know our passwords and keep them safe and private. We follow the College ICT policy. We use CONNECT. We use ICT to support our learning.	We are punctual. We use public transport appropriately.	We return forms promptly. We sit in the designated areas. We follow relevant procedures. We notify the College of any absences.
We think before we share. We acknowledge our sources. We care for ICT equipment.	We value other cultures. We promote our college positively. We care for our college environment.	We are kind and generous. We use positive bystander behaviour. We forgive others.
We utilise Kiara College approved e-resources.	We represent the College with pride.	We participate in and support whole College activities.

POSITIVE BEHAVIOURS

Kiara College operates on the belief that all students have the right to work in a safe, caring, and productive learning environment.

Students, teaching staff, administrators and visiting members of the community have the right to feel safe at all times and the responsibility to collaboratively support a positive learning environment.

We believe that by helping students practice good behaviour, we will build a college community where all students can succeed and grow.

The school-wide behaviour expectations are:

- We are responsible.
- We are respectful.
- We are caring.
- We give our best effort.

At Kiara College we believe successful students:

- Are confident and engaged learners who aim to achieve their best in all areas.
- Are literate, numerate and competent in the use of ICT.
- Maintain their physical and mental health and wellbeing.
- Respect themselves, others, and the environment.
- Are able to work collaboratively and independently.
- Are resilient and able to effectively self-regulate.
- Feel a sense of connection and belonging to the school community.
- Are creative and innovative.
- Are regular attenders.
- Embrace the Kiara College ACT, BELONG, COMMIT philosophy, and make a positive contribution to their community.

COLLEGE HOUSE COLOUR SYSTEM

The three Houses at Kiara College represent birds found in the local Whadjuk Noongar area.

House Name	Bird Species	Colour
MAALI	BLACK SWAN	YELLOW
KOOLBARDI	MAGPIE	GREEN
KARAK	RED-TAILED COCKATOO	RED

The Houses have been created for students to develop an extra sense of identity within Kiara College to coincide with the Positive Behaviours in School program (PBiS) and to help foster a resilient, collaborative, and respectful culture within the College to further develop a sense of connection and belonging to our community.

SOCIAL MEDIA BAN

From 10 December 2025, age-restricted social media platforms will have to take reasonable steps to prevent Australians under the age of 16 from creating or keeping an account. The restrictions aim to protect young Australians from pressures and risks that can come from using social media. The eSafety Commissioner is responsible for the implementation of the social media age restrictions. For more information, refer to the [eSafety Commissioner's social media age restrictions hub](#).

SMART GLASSES BAN

Smart glasses that can record audio, video or images, access AI functions, or connect to the internet are not permitted on school grounds or at school activities. This applies to students, staff, parents, carers and visitors.

CYBER BEHAVIOUR

Cyber behaviour applies to all technology-based communication including internet websites, personal blogs, instant messaging, chat rooms, online forums, text messaging, phone, mobile phone use and email.

It is a criminal offence to use emails, phone, mobile phone or the internet to threaten, harass or offend another person. If this occurs you can report to Police or Crime Stoppers on 1800 333 000.

Your personal safety is important, and you need to be aware that people on the internet may not be who they say they are.

- Do not give out personal information e.g. address, passwords, usernames, phone number, photographs, how you get to College etc.
- Tell a parent or adult if someone sends or posts something that makes you uncomfortable.
- Take an adult with you if meeting an online friend for the first time and only meet in public places e.g., a café.

CYBER BULLYING

Cyber bullying involves the use of communication technologies to support the repeated, harmful, and negative behaviour. It can include:

- Sending defamatory, threatening, or harassing messages (email/phone/internet).
- Deliberately spreading inaccurate information e.g. rumours.
- Distributing someone else's personal information e.g. phone numbers, web addresses.
- Sending spam, viruses, or offensive web links.
- Posting information, images, or photos without the permission of the subject
- Do not reply to threatening, harassing or obscene messages.
- Block the sender's messages or change your email, phone etc if necessary.

USING SOCIAL NETWORK SITES

- Protect your accounts with 'strong' passwords and change them regularly e.g. mix cases and characters e.g. sTRong3.
- Have a different password for each account so if one password is stolen not all your accounts will be at risk.
Never share your password.
- Set your online profile to private and be careful who you accept as a friend.
- Always log out of the site and don't use it as a screen saver.
- Never click on suspicious links even if they are from friends.

Remember to think before you post anything.

- Anything posted online can be read, printed, and used by others now and in the future.
- Employers might check your online presence before deciding to hire you.
- Friendships change and private inbox messages can be copied or shared without your consent.
- Once photographs are posted they are owned by the site they have been posted on so make sure they are not inappropriate and that you have permission from everyone in the photographs.
- Posting or sharing inappropriate/revealing pictures of yourself or friends can be extremely serious not just embarrassing or hurtful to others but **ILLEGAL**.
- In the worst-case scenario it can be regarded as the publication and/or distribution of child pornography.

IT INFORMATION

YEAR 7 STUDENTS

Year 7 students will have a username and password set up for them. The username is the first name with a full stop then the last name with the password being the date of birth as an 8-digit number.

Example

John Smith born on 12 November 2012

Username John.Smith

Password 12112012

Matthew Anderson born on 18 June 2012

Username Matthew.Anderson

Password 18062012

YEARS 8 TO 12 STUDENTS

All students returning from last year will still be able to login using their old username and password. Students who have forgotten their passwords can ask the teacher to reset it.

ACCESS TO THE INTERNET

To access the internet, you MUST have signed the pink Internet Usage Agreement Form, and this will be held in the student file.

If you use inappropriate websites such as social networks, online games, media streaming or proxy sites your account **WILL** be suspended indefinitely.

Email

All students are provided with a DET email address that they are to use if they need to send emails to and from the College or contact the IT Helpdesk.

The email address should be firstname.lastname@student.det.wa.edu.au

To access emails, go to <https://connect.det.wa.edu.au/> and click login, use the following details.

Username firstname.lastname

Password date of birth (8 digits)

Computer access

Students are offered the opportunity to access the Internet as part of the College curriculum.

Every student is allocated an individual account for which they nominate their own password and take full responsibility.

- Students will only use computers/notebooks under the direct supervision of a teacher.
- not alter any settings on the computers/notebooks, install any programs or otherwise modify the way the computer/notebook works.
- not damage or vandalise computer hardware eg. mice, keyboard, or keyboard keys.
- not attempt to gain unauthorised access to any other computer system through the Internet or go beyond their authorised access.
- not make deliberate attempts to disrupt the computer system or destroy data by any means.
- tell a staff member about any message they receive that is inappropriate or makes them feel uncomfortable.
- not post personal contact information about themselves or other people.
- not use obscene, threatening or disrespectful language.
- use only for educational and self-directed research.
- not attempt to download or load any software or applications on any computer/notebook in the network (Students may download appropriate text and graphics).
- not plagiarise works that they find on the Internet (respect the rights of copyright owners).
- not use the Internet to access material that is obscene that supports illegal acts or that advocates violence or discrimination towards other people. If students mistakenly access inappropriate information they should immediately stop go back and tell their teacher.

COMPASS & CONNECT FOR PARENTS

At Kiara College, we communicate information to our families through Compass and Connect.

COMPASS allows parents to view positive behaviours, monitor your child's attendance and enter an explanation for absence or lateness, provide consent for events and activities (we no longer accept paper consent forms for events), pay for events and activities (where applicable), communicate with your child's teachers, view your child's timetable and the College calendar, book Parent-Teacher Interviews, and view parent notices.

You can login to Compass at:

<https://www.compass.education/compass-features/compass-for-parents>

CONNECT includes notices and updates from the College, student school reports, preview attendance, course outlines, teacher notices regarding your student's course, class work, communicate with your child's teachers, student achievements, and newsletters.

You can login to Connect at:

<https://connect.det.wa.edu.au>

The Connect Now app is available for free from the App Store and Google Play.

More information about Compass and Connect is available in the *Parents* section on our website <https://www.kiaracollege.wa.edu.au>, including Parent Guides, Frequently Asked Questions, and how to download the Apps for both platforms.

Please contact our Administration Office on 6235 7000 or email kiara.college@education.wa.edu.au if you require assistance to access Compass or Connect.



App Store



Google Play



App Store



Google Play

MOBILE PHONES AND RELATED DEVICES

The State Government announced the Student Mobile Phones in Public Schools Policy to take effect from the start of Term 1, 2020. The Policy requires all public schools to implement 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.

From the minute you enter the College gates in the morning to when you leave at the end of the day your phone is to be “off and away”. This means that if your phone is sighted by a teacher, you will be asked to hand it in. You will be able to collect it from Student Services at the end of the day.

Exceptions to this rule include paying for food at the Canteen and if explicitly asked by a teacher to use it for educational purposes in the classroom. As the Mobile Phone Policy states, if a student refuses to hand over their phone this will be followed up by a member of the Students Services Team or a Head of Learning Faculty and if they are refused a suspension will follow. If the student has a third confiscation, guardians/caregivers will be contacted to come and collect the phone and every time after that will result in a suspension.

This also extends to the use of smart watches which need to be on “airplane mode” during the day.

The Policy aims to reduce distractions in class and improve student engagement.

Exceptions are allowed for students who have approval from the principal to use a phone to monitor health conditions or where an Exemption Application has been made via the Student Services Manager.

If your child needs to contact you, they can do so through Student Services at the College. If you need to get a message to your child, you can call the College on 6235 7000 and we will contact the student.

HOW TO ORDER /RE-ORDER A SMARTRIDER

You can now order your own bus card.

Go to <https://www.monitorwa.com.au/smartrider/>

Choose Buy Now, order your student smartrider and follow the prompts.

Payment is processed online.

For more Information on how to use smartrider card go to:

<https://www.transperth.wa.gov.au/SmartRider/Using-SmartRider>

This will give you lots of helpful information on timetables, how to use your card etc.



LOST PROPERTY

All lost property should be handed in to Student Services and students are encouraged to check with Student Services staff if they have lost any items.

ATTENDANCE

Regular attendance is essential for academic achievement - any absence from college reduces learning opportunities. For this reason, students are expected to attend every class in each of their subjects. From time-to-time absences will occur. These might be due to medical or family reasons but no matter what the reason for the absence work may be missed and therefore performance will be affected. Families are expected to support regular attendance by planning family activities during school holidays not term time.

It is the student's responsibility to discuss the work missed with his/her teachers and make arrangements to catch up.

PARENT/CARER RESPONSIBILITY

If a student is absent from or late to the College, then the parent/carer must provide either a written or verbal explanation for the absence or lateness.

Parents/Carers can:

- Phone the attendance line at the College (6235 7065).
- Email the College Kiara.College@education.wa.edu.au
- Write a note and deliver it to the Attendance Officer.
- Explain to the Attendance Officer when the child comes back to the College.
- The explanation must clearly indicate the date and time of absence or lateness as well as the reason for the absence or lateness.
- The reason for the absence must be acceptable to the College Principal.
- Staying home to celebrate your birthday for example is NOT an acceptable reason for absence.
- Sleeping in is also NOT an acceptable reason for lateness.
- Students with ongoing unexplained absences or persistent lateness will be regarded as truant.
- In extreme instances the student will be referred to the Regional Attendance Officer.

Extended absence

In the event of a long absence owing to illness, students/parents are encouraged to contact the relevant teachers and organise some work where possible that can be put on CONNECT. Students travelling/holidaying for extended periods should consider enrolling in the School of Isolated and Distance Education.

Early departure

All students need parental permission to leave the College grounds for any reason.

Contact to arrange this can be via the following methods:

- Send a note with the student explaining date, time and reason for early departure. This must be delivered to the Attendance Officer before school.
- Call the Attendance Officer or the Administration Office to request early collection. Please note that advance notice is appreciated as it may take time to have the student sign out with Student Services and be available for collection.
- Students are not permitted to go to the local shops during school hours.

RECESS/LUNCH FOOD

Parents are discouraged from arranging food to be delivered. Students are not permitted to arrange food delivery to the Campus.

HEALTHY COLLEGE

Kiara College adheres to the Department of Education (DOE) *Healthy Food and Drink Policy* and is committed to increasing awareness in our community of the importance of healthy eating, physical activity and mental wellbeing. We are also keen to promote awareness of the health implications of sugary/high energy drinks to health and student learning and do not encourage food to be delivered by outside agencies.

MEDICATION

Students are permitted to have over the counter medications at the College in small quantities. Students with health conditions such as asthma or allergies are permitted to carry preventative medicines such as inhalers and EpiPens. Prescription drugs such as Ritalin should not be brought to the College unless discussed with the principal. All students with health conditions need to have a Health Plan noted on the College records. **The College nurse does not issue pain/or any other medication – this is in accordance with Department of Education Policy.**

DRUG EDUCATION

Our Health Education program includes drug education and awareness as a means of assisting students to make informed choices about healthy lifestyles. Drugs are defined as a substance people take to change the way they feel, think or behave.

This includes:

- a) all over the counter and prescription medicines eg Panadol.
- b) all legal drugs including alcohol and tobacco.
- c) all illegal drugs eg. cannabis.

While drugs such as alcohol and tobacco are legal for adults in the community they are banned at our College. It is illegal for anyone to sell or supply tobacco or alcohol to a person under the age of 18 years.

Smoking and Vaping are not permitted on the College premises.

If a student is found in possession of alcohol or tobacco; observed using alcohol or tobacco at the College or in the company of others who are using, the following will occur:

- a) Item/s will be confiscated.
- b) Parents will be informed.
- c) Educational material and support will be provided.
- d) Students who commit an offence may be suspended for a period of time determined to be appropriate by the Principal.

If a student is found in possession of or using an illegal drug such as cannabis the following will occur:

- a) Police will be informed (131 444).
- b) The item/s will be confiscated and given to Police.
- c) Parents will be informed.
- d) Educational material and support will be provided.
- e) The student will be suspended for a period of time determined to be appropriate by the principal.

Students in the company of others who are using illegal drugs on the College premises may be required to complete assignments on drugs and have their parents informed. They may also be suspended if such action is determined appropriate by the principal. Students suspected of being under the influence of a drug will be referred for assessment. Parents will be informed of observable symptoms, and the student may be removed from the College grounds for reasons of Occupational Safety and Health. If the student is found to have been under the influence of drugs at the College, they may be suspended.

Reports and allegations of student possession, use or supply of alcohol, tobacco or illegal drugs will be investigated where possible and reported to the police and/or Crime Stoppers (1800 333 000) as appropriate.

LOWER SCHOOL ASSESSMENT POLICY - (Years 7 – 10)

This policy is provided to all Lower School students at Kiara College and is aligned with the Western Australian Curriculum and Assessment Outline and the requirements of the School Curriculum and Standards Authority (the Authority).

Assessment and reporting are integral to teaching and learning programs. They provide a means of monitoring progress, informing future learning and providing effective feedback to students and parents.

This policy applies to the assessment of all Year 7 - 10 courses.

1. Student responsibilities

It is the responsibility of the student to:

- maintain a good record of attendance, conduct and progress
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks and requests for extension of the due date for out-of-class assessment tasks, prior to the assessment task due date
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- complete any missed work that occurred as a result of their absence or late entry to a course
- maintain a portfolio of returned assessment tasks for reflection, revision and parental discussion
- ensure all work submitted for assessment is the student's own and referenced where appropriate
- comply with assessment and examination conditions and instructions
- comply with the College's IT and acceptable use policies
- discuss assessment progress and semester reports with parents/guardians

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the relevant curriculum
- provide students with access to a course outline and an assessment outline via Connect
- explain the assessment outline to each class
- encourage and engage students in completing work in class where possible
- where possible, ensure lessons and teaching activities are available on Connect to allow for students to catch up when absent from school
- ensure all assessment tasks, including marking keys, are fair, valid and reliable
- provide students with timely assessment feedback (recommended two weeks turn around) and guidance for improvement
- maintain accurate records of student achievement in Reporting to Parents (RTP)
- meet College timelines for assessment and reporting
- inform students and parents of academic progress and concerns as appropriate
- ensure the security of assessment tasks

3. Parent responsibilities

It is the responsibility of the parent to:

- encourage regular attendance at school
- provide information and documents to the school regarding a student's disability, specific education needs or cultural beliefs that may impact their learning
- ensure where possible, that family holidays are NOT taken in term time
- to notify the College as soon as practicable of both planned and unplanned student absences, including illness, appointments and other unforeseen circumstances
- establish an effective study routine at home for your child
- encourage and engage students in completing work in class where possible

4. Assessing student achievement

At Kiara College, student achievement in Years 7–10 is assessed using a range of assessment tasks throughout the year. Each assessment task provides evidence of student achievement. Teachers make on-balance judgements using assessment evidence and assign grades from A–E in accordance with curriculum standards. Assessment tasks may be completed in class or out of class and may include tests, assignments, practical and performance tasks, oral presentations, observations, portfolios and examinations (Academic Extension and Mathematics).

Where a student's disability, specific education needs or cultural beliefs significantly affect access to an assessment task, the task may be adjusted in consultation with the relevant Head of Learning Area. Where a student has failed to submit an assessment, the student will be awarded an E grade.

5. Completion of assessment tasks

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks by the due date

Extensions must be requested at least 48 hours prior to the due date and are approved at the discretion of the relevant Head of Learning Area.

6. Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which:

- is prepared or substantively contributed to by another person (e.g. another student, parent, tutor or expert)
- is copied or downloaded from the internet without acknowledging the source
- paraphrases or summarises the work of others without appropriate acknowledgement
- is completed using unauthorised materials, devices or technologies

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant Head of Learning Area. The student and parent/guardian will be informed and the student will be provided with the right of reply. Parents/guardians and the Head of Learning Area will be informed in all cases.

7. Use of Artificial Intelligence (AI) in Assessment

Artificial Intelligence (AI) tools (including text generators, paraphrasing tools and automated study applications) are widely available. At Kiara College, students are expected to use AI in a way that upholds academic integrity and complies with the College's rules regarding cheating, collusion and plagiarism.

Acceptable use of AI

Unless advised otherwise by the teacher, students may use AI tools to support learning, such as:

- generating ideas or planning responses
- organising or structuring work
- checking grammar, spelling and clarity
- assisting with understanding concepts

In all cases:

- all work submitted for assessment must be the student's own work
- students must be able to demonstrate understanding of the content submitted
- any use of AI must comply with instructions provided for the assessment task

Teachers will clearly advise students when AI use is permitted, restricted or not permitted for each assessment task.

Unacceptable use of AI

Students are not permitted to submit for marking, as original, any work which:

- is generated by Artificial Intelligence and presented as the student's own
- is prepared or substantively contributed to by AI tools where this has not been explicitly authorised
- is copied, paraphrased or rewritten using AI in a way that disguises plagiarism
- is completed using AI during in-class assessments, tests or examinations

Such use of AI will be treated as cheating, collusion or plagiarism.

If students are unsure whether AI use is permitted, they should seek clarification from their teacher before using AI.

8. Retention and disposal of student work

Students are responsible for retaining returned assessment work. Teachers may retain assessment materials for marking, moderation or use as anonymised exemplars. Student work will be disposed of securely when no longer required.

9. Students with a disability

Students with a documented disability or impairment that significantly affects access to assessment may have assessment tasks adjusted in consultation with the subject teacher and the relevant Head of Learning Area, in accordance with the SCSA Equitable Access to Assessment Policy.

10. Acceptable reasons for non-completion or non-submission of an assessment task

Events that can be rescheduled (e.g. family holidays) are not valid reasons for non-completion or non-submission of an assessment task. Acceptable reasons may include illness, injury or significant personal circumstances and must be supported by appropriate documentation.

11. Reviewing marks and grades

If a student considers there is an issue regarding the marking of an assessment task or the grade awarded, the student should first discuss the matter with the teacher. If the issue cannot be resolved, the concern may be referred to the relevant Head of Learning Area.

UPPER SCHOOL ASSESSMENT POLICY - (Years 11 and 12)

This policy is provided to all Upper School secondary students at Kiara College and is based on the School Curriculum and Standards Authority (the Authority) requirements as outlined in the *WACE Manual 2026*.

All Year 11 and Year 12 students are enrolled in a combination of ATAR, General, Foundation and VET courses. Some students are also gaining unit equivalence for the Western Australian Certificate of Education (WACE) by undertaking one or more of the endorsed programs which are available at the College this includes our Uni Prep program which is assessed under Edith Cowan University (ECU) Guidelines. The VET qualifications are delivered and moderated in partnership with various Registered Training Organisations (RTO). Students are required to abide by the assessment policies set by the RTOs.

This policy applies to the assessment of all WACE courses.

1. Student responsibilities

It is the responsibility of the student to:

- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more in a term is deemed to be 'at risk' of not achieving the best possible result)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment, prior to the assessment task due date
- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain an assessment file for each pair of units studied which contains all completed written assessment tasks. To assist students, the College will establish an assessment file for each student for each course/program (See Section 9 for details)
- Students are required to complete any missed work that occurred as a result of their absence or late entry to a course

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular pair of units
- provide students with access to a course outline and an assessment outline via Connect (see Section 3 for details)
- ensure that all assessment tasks, including marking keys, are fair, valid and reliable
- provide students with timely assessment feedback (recommended two weeks turn around) and with guidance about how best to undertake future tasks
- maintain accurate records of student achievement in Reporting to Parents (RTP)
- meet College and external timelines for assessment and reporting
- inform students and parents of academic progress, as appropriate
- provide Task Mark Analysis electronically via Connect or email after each assessment task
- advise parent / guardian by sending letters of concern via compass should a student be at risk of not achieving a C grade minimum on completion of each assessment task
- contact parent /guardian to advise of any non-submission of assessment task and discuss the possible impact on student's grade

3. Information provided to students

The teacher will provide access to the following documents via Connect by the end of week 1 each semester:

- the Authority syllabus for the pair of units which includes the grade descriptions
- a course outline for the pair of units that shows:
 - the timing allocated to teach each section of the syllabus
 - the sequence in which all the syllabus content will be taught
- an assessment outline for the pair of units that includes:
 - the number of tasks to be assessed
 - a general description of each assessment task
 - the assessment type, as prescribed in the syllabus
 - an indication of the syllabus content on which each task is based
 - the approximate timing of each assessment task (i.e. the week the task will be conducted or the start and submission dates for an extended task)
 - the weighting of each assessment task
 - the weighting of each assessment type, as prescribed in the assessment table of the syllabus

Note: students without internet access at home can request a hard copy of these documents from their teacher.

4. Assessing student achievement

At Kiara College, all students are enrolled in a pair of units. In each pair of units, a number of assessment tasks occur during the year, including end of semester examinations in all ATAR courses.

Each task provides evidence of student achievement. The teacher generates a ranked list of students in the class (or classes) using the weighted mark out of 100 from all assessment tasks and assigns grades with reference to the grade descriptions.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). The criteria against which the task will be marked will be provided with the task. Students may be provided with an opportunity to resubmit work if the teacher deems this appropriate.

Most tasks are completed in class. Some courses may include tasks that are completed out of class. Some courses may include assessment tasks to be completed by a group of students. In such cases, teachers will use strategies to enable them to assess the performance of each individual in the group. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Where a student's disability, specific education needs or cultural beliefs will significantly affect their access to an assessment task, the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. (See Section 11 for further information on students with a disability). Where a student has failed to submit an assessment, the student will be awarded an E grade.

5. Year 11 and 12 ATAR course school examinations

School examinations are included in the assessment outline for the pair of units. The weighting, i.e. proportion of the final mark, for these school-based examinations varies between courses and is included in the assessment outline.

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2. A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR course examination. In Year 11, written examinations are typically 2 or 2.5 hours in duration. In Year 12, all written examinations are 3 hours duration.

The examination timetable is issued to students prior to the start of the examination period. The examination rules listed below will be provided to students at the commencement of each examination period. These rules are based on those that are used by the Authority for ATAR course examinations.

- Students assemble outside the exam venue 10 minutes prior to the commencement of the exam
- Students sit in the designated desks
- Students will not be admitted to an examination after 30 minutes have passed from the start of the working time of the examination
- Students will not be allowed to leave the examination during the first hour of the working time of the examination, or during the final 15 minutes of the examination
- Students are not to use writing materials during the first 10 minutes of reading time
- No notes or textbooks are allowed in the examination room unless advised
- No food or drink other than water is allowed in the exam room except for diagnosed medical reasons
- Mobile phones are to be turned off and left in your bag
- Pens and pencils must be in a transparent plastic bag- no pencil cases allowed
- Approved scientific calculators can be used in Mathematics, Chemistry and Physics. Non-programmable calculators in Human Biology and Business Management & Enterprise
- Sharing of equipment between students in the exam is not allowed
- No programmable devices e.g. watch will be permitted
- Collusion between candidates will lead to cancellation of the practical and/or written examination marks for each of the students involved
- Possession or knowledge of examination questions before an examination will lead to cancellation of the student's practical and/or written examination mark(s)
- Possession of unauthorised materials or technologies during an examination will lead to cancellation of part or all of the student's practical and/or written examination mark(s)
- Markings on authorised materials in the examination room will lead to cancellation of part or all of the practical and/or written examination mark(s)
- Unauthorised removal of examination materials from the examination room will lead to cancellation of part or all of the student's practical and/or written mark(s)
- Blatant disregard of examination room regulations and/or instructions will result in the removal of the student from the examination room

If an examination contains an error, or questions are based on content that is outside the syllabus or there is a breach of security, the College will:

- remove the question containing the error or based on content outside the syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- students will not be permitted to enter

Where health issues or personal circumstances prevent a student from completing one or more school examinations, the student and or parent/guardian must contact the Associate Principal as soon as possible. The College will determine whether the reason is acceptable (see Section 13 for details).

If the reason is acceptable to the College, an alternate date will be set or, where this is not possible, the student will not sit the examination. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

If the reason is not acceptable to the College, the student will be given a mark of zero

6. Year 12 General and Foundation course externally set task

All students enrolled in a Year 12 General or Foundation course are required to complete an externally set task (EST) for that course.

The EST is included in the assessment outline for the pair of units. This assessment task has a weighting of 15% of the final mark for the pair of units.

The EST is a 50-minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.

Where a student does not complete the EST on the scheduled day, they will be required to complete the task under test conditions at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the College to submit the EST marks, then the College will determine if the reason for non-completion is acceptable (see Section 13 for details).

If the reason is acceptable to the College, the teacher will have to decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential).

If the reason is not acceptable to the College, the student will be allocated a mark of zero.

7. Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, i.e. as original, any work which:

- is prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- is copied or downloaded from the internet, including Artificial Intelligence Applications generated responses from the internet, without acknowledging the source
- paraphrases or summarises the work of others

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant head of learning area/teacher-in-charge responsible for the course. As part of this process, the student and the parent/guardian will be informed of the suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

Please Note: No programmable device e.g. watch (other than approved calculator) will be permitted for in-class assessments and examinations.

The student and parent/guardian will be informed in writing of the decision made, the penalty and any further disciplinary action.

8. Use of Artificial Intelligence (AI) in Assessment

Artificial Intelligence (AI) tools (including text generators, paraphrasing tools, image generators and automated study applications) are widely available. At Kiara College, students are expected to use AI in a way that upholds academic integrity and complies with the College's rules regarding cheating, collusion and plagiarism.

Acceptable use of AI

Unless advised otherwise by the teacher, students may use AI tools to support learning, such as:

- generating ideas or planning responses
- organising or structuring work
- checking grammar, spelling and clarity
- assisting with understanding concepts

In all cases:

- all work submitted for assessment must be the student's own work
- students must be able to demonstrate understanding of the content submitted
- any use of AI must comply with instructions provided for the assessment task

Teachers will clearly advise students when AI use is **permitted, restricted or not permitted** for each assessment task.

Unacceptable use of AI

Students are not permitted to submit for marking, i.e. as original, any work which:

- is generated by Artificial Intelligence and presented as the student's own
- is prepared or substantively contributed to by AI tools where this has not been explicitly authorised
- is copied, paraphrased or rewritten using AI in a way that disguises plagiarism
- is completed using AI during in-class assessments, tests or examinations
- involves the use of AI for oral, performance or practical tasks without permission

Such use of AI will be treated as **cheating, collusion or plagiarism**.

Verification of student work

Teachers may require students to:

- explain or justify their responses
- provide drafts, notes or planning evidence
- declare how AI tools were used
- Complete in-class validations

Failure to do so may result in the work being referred for investigation under the College's academic integrity procedures.

Consequences

If it is demonstrated that a student has misused AI, penalties will apply in accordance with **Section 7: Cheating, Collusion and Plagiarism**, which may include:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the task that is not the student's own work

If students are unsure whether AI use is permitted, they should seek clarification from their teacher **before** using AI.

9. Retention and disposal of student work

Students are responsible for retaining all of their marked written assessment tasks. To assist students, the College will establish an assessment file for each student for each course/program. The file holds all the student's marked written assessment tasks. The College will retain all non-written assessment tasks (typically as audio or video recordings or digital products). All assessment material is required by the teacher when assigning grades at the completion of the pair of units. The Authority may request access to these assessment files for moderation purposes so students must retain their files until the College's grades are approved by the Authority, at the conclusion of student appeals at the end of Term 4.

Students will have access to the assessment file for revision purposes during class time and for home study in the week prior to the Semester 1 and Semester 2 examination periods. The files will be available to students for collection at the end of the school year. All materials not collected by the end of the year are securely disposed of by the College.

The College will not use the materials for any other purposes without the written permission of the student.

10. Modification of the assessment outline

If circumstances change during the teaching of a pair of units, requiring the teacher to adjust scheduled assessment tasks, then students will be informed and provided with a copy of the amended assessment outline.

Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks, the assessment outline will be modified and provided to the student and parent/guardian.

11. Students with a disability

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant head of learning area/teacher-in-charge responsible for the course.

These adjustments will be consistent with those described in the Authority's *Disability Adjustment Guidelines*, which can be accessed from the Authority website [Years 11 and 12 | Equitable Access to Assessment Policy and Guidelines](#)). Adjustments, depending on the individual student's education needs, can include special equipment, modified papers, provision of a scribe, or additional time to complete the task.

Note: for Year 12 students with a diagnosed disability which has functional impact on their performance, the College will apply to the Authority for consideration of special examination arrangements. The granting of special examination arrangements by the Authority is not automatic.

12. Completion of a pair of units

A grade (A, B, C, D or E) is assigned for each pair of units completed.

Students are required to:

- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks on or before the due date

If an assessment task cannot be submitted directly to the teacher, it is to be submitted to the relevant head of learning area/teacher-in-charge or front office.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student or the parent/guardian must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The College will determine whether the reason is acceptable (see Section 13 for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the College (see Section 13 for details), the student's assessment outline will, where possible, will be offered another opportunity to sit the assessment or a modified version of it. If this is not possible an estimated grade may be assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task without providing an acceptable reason, the teacher will advise the student and the parent/guardian/carer of the possible impact of the penalty on the student's grade.

Where an out-of-class assessment task is submitted after the due date, or is not submitted, and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the following penalties apply:

- 10% reduction in the mark (if submitted one school day late), **or**
- If the task is not re-submitted by the second deadline, then a mark of zero will be submitted.

Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the College (see Section 13 for details), the student will receive a mark of zero. This can be amended at HOLA/TIC discretion on submission of completed task.

13. Acceptable reasons for non-completion or non-submission of an assessment task

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. family holidays, preparation for the College Ball).

Under extraordinary circumstances students may need to apply to the course HoLA for a variation in the conditions for an assessment. These may include unforeseen illness, injury or significant personal circumstances preventing the students from attending on the day of the in-class assessment. This must be supported by a medical certificate and/or full written explanation from the parent. Non-medical reasons will need to then be approved by the HoLA and should this occur, the school will endeavour to reschedule the planned assessment through the HoLA.

In exceptional circumstances, the parent/guardian may negotiate with the Associate Principal, who after consultation with the HOLA will develop an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the College examination timetable, students will be advised by the College of adjustments to the task requirements and/or the assessment outline.

14. Transfer between courses and/or units

If a student commences a pair of units late, they may be at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Associate Principal. A meeting will be held with the student and the parent/guardian to discuss the student's progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

At Kiara College, the deadline for student transfers in Years 11 and 12 is Monday of Week 4 in Term 1. A student transferring by the due date will be withdrawn from the original pair of units and no grade will be assigned. The student will then be enrolled in the pair of units into which they are transferring and the teacher will develop an assessment program to ensure the student meets the syllabus requirements for the course.

In Year 11, students can also transfer at the end of Semester 1, where class numbers enable this to occur. In such cases, the student will receive a mark and a grade for the unit completed in Semester 1.

Year 11 students studying a Foundation course will be required to transfer to a General and/or ATAR course for Semester 2, if they meet the literacy and/or numeracy standards in the March round of the Online Literacy and Numeracy Assessment (OLNA), as per instructions in the Authority's *WACE Manual*.

15. Transfer from another school or overseas

It is the responsibility of any Year 11 student who transfers into a class from the same course at another school, prior to the Authority's recommended last date for student transfers between pairs of Year 11 units, to provide the College with evidence of all completed assessment tasks from the previous school.

This information will be used by the College to determine what additional content and assessment tasks the student needs to complete to be assigned a mark and a grade in the pair of units for the course.

If a Year 11 student transfers from another school into the same course, and it is mid-year, the previous school should provide a grade and mark for the unit to the Authority. The student would then be enrolled in a single unit for Semester 2.

Where a transferring student is being enrolled in a course they did not study at their previous school, the student will be enrolled in the appropriate course and with the assistance the course teacher is required to catch up on any missed content and assessment tasks. Modifications may be made to the course outline to aid in delivery ensuring all syllabus content is delivered.

If a student transfers from another school in Year 12, they may only be enrolled in Year 12 courses if the transfer occurs prior to the Authority's Year 12 course enrolment deadline (usually the first week of April). After that date, Year 12 students will not be permitted to enrol in Year 12 courses.

A meeting will be held with the student and parent/guardian to discuss the student's progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

All final grades are subject to approval by the Authority at the end of the year. Students will be notified of any changes from the Authority's review of the students' results submitted by the College.

16. Reviewing marks and grades

If a student considers that there is an issue about the delivery of a course, the marking of one or more assessment tasks or the grade assigned for a pair of units, then they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, then the student or the parent/guardian should approach the relevant head of learning area/teacher-in-charge responsible for the course.

HELPFUL HINTS FOR PARENTS

Modern technologies and social networking sites such as Facebook, twitter, Snapchat and so on enable students to stay connected and participate globally. Many parents are concerned however about issues relating to online safety. Kiara College has a range of programs and information sessions to assist students develop safe online behaviour but support from home can be even more effective. If you want to know more about how to help your child safely navigate the world of the internet the Australian Government has a fantastic website full of information <http://www.cybersmart.gov.au>

You are an important part of a team (together with teachers) who can have a powerful impact by helping your teenager develop effective study habits.

Encourage them to:

- Use a diary and have a timetable.
- List tasks and cross them off when finished.
- Do the most difficult or least preferred work first and not spend too long on one subject.

Research shows that successful students work to a timetable. It is important for them to keep a balance between schoolwork and recreation. Help them plan their week to include time to see friends, stay fit and manage their study.

Keep in mind that:

- The most effective study is in sessions of up to 45 minutes.
- Study is best done when most mentally alert.
- More time should be given to difficult and least-liked subjects.
- It's important to factor in assessment dates and allocate more time to these subjects as deadlines approach.

In addition to homework, regular revision is important so information registers in the long-term memory.

It will be useful for your teenager to:

- Revise notes taken in class on a daily basis.
- Review past assessments and work out areas for improvement.
- Read through teacher feedback and concentrate on the most difficult sections.

It's best for your teenager to have a designated study space. The best learning environment at home includes a desk used only for study in area free from distractions, a comfortable chair and good lighting.

An important part of successful study is staying physically active:

- Encourage your child to walk or ride to college a few times a week.
- Suggest a team sport or dance class they might enjoy.
- Ask them to take responsibility for exercising the dog (or the neighbour's dog).

Help your teenager to reduce stress by encouraging them to take regular breaks, get plenty of sleep and eat a balanced diet. A healthy, balanced and varied diet helps improve concentration, learning and memory.

Tip: Music

Many teenagers say they study best with music on, but research shows this is not always the case. Teenagers used to a noisy home may find studying with music helpful. However, they still need to be able to work under silent conditions in order to fully prepare for exams.

HELPFUL HINTS FOR TEENAGERS

Six steps to review class subjects:

1. Allocate 10 minutes to review each subject you want to focus on.
2. Write as much as you can remember for a particular subject (with practise, you can become brief and to the point).
3. Look at your notes for that day and to find things you have forgotten.
4. Use a different coloured pen to write these points at the end of your own notes.
5. At the end of the week, write down as much as you can remember from your daily notes.
6. Check what you have forgotten and record this in a different colour.

Take regular breaks. Reward yourself with an activity and then get back into it:

- Take notes from class discussions and make notes from written material in your own words. If something isn't clear, ask your teacher before you move on.
- When you get home, first list as much as you can remember from the new material. Then check your notes and see what you need to learn.
- Skim the material, cover it and try to recall key points. Again, write your notes in your own words as if you are trying to explain it to someone else.
- Go over the material and summarise key points several times.
- Make sure you get a good night's sleep and a good breakfast before an exam.

Five stressbusters:

1. Put on a favourite music track and dance.
2. Go for a brisk walk.
3. Call up a friend and have a quick chat.
4. Take 10 deep breaths. This brings more oxygen into the blood which 'wakes up' the brain, relaxes muscles and quietens the mind.
5. Watch a short sitcom that you find funny.

Academic success is all down to EFFORT. The harder you work the more success you will achieve.



PLEASE KEEP THIS HANDBOOK FOR YOUR REFERENCE AS IT INCLUDES COLLEGE RULES AND INFORMATION
IMPORTANT!!

Parents/Guardians AND Student - Please sign the Parent handbook Declaration in the Student Enrolment Forms Pack once you have read and understood all the information in this booklet

ENROLMENT APPLICATION CHECKLIST :

Please ensure ALL required documents are submitted with your Enrolment Application.

✓ Proof of Address

Provide one of the following:

- ☐ Current electricity or gas bill
- ☐ Shire rates notice
- ☐ Current rental agreement

✓ Identification Documents

Provide ALL (where applicable)

- ☐ Birth Certificate (original sighted)
- ☐ Passport (if applicable)
- ☐ Proof of guardianship if not listed on Birth Certificate
 - If not a parent, a **Statutory Declaration** is required

✓ Immunisation & Health

Provide ALL

- ☐ AIR Immunisation History Statement (mandatory)
- ☐ Complete the Medical/Health section on the enrolment form

✓ School Information

Provide ALL (where applicable)

- ☐ Most recent school report
- ☐ For Upper School: current timetable or course information

✓ Visa / Citizenship (if applicable)

- ☐ Visa Grant Notice (with 13-digit grant number & date of arrival)
- ☐ Australian Citizenship Certificate (if applicable)

Forms to Complete sign and return (all required)

Parent & Student

- ☐ Acceptable usage Agreement for Online Services - **Parent & Student** must sign
- ☐ Third Party Services Permission Form – **Parent & Student** completes & signs
- ☐ Parent Handbook (page 31 of this booklet) **Parent and Student** signed tear out and return

Parent

- ☐ Form 1 - Student Health Care Summary – **Parent** signs back page
- ☐ CONNECT Registration Form – **Parent** completes & signs
- ☐ Specialist Application Form - If applicable (teacher to complete back page)

Final Steps

- ☐ Ensure **ALL** sections of the **Enrolment Form** are **fully** completed
- ☐ **Parent/guardian AND Student** has signed ALL Signature & Consent sections
- ☐ **Parent and student** sign and tear out back page (page 31) of this document and add to application paperwork.

NOTES



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