

Secondary Handbook

YEAR 7 - YEAR 10





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WELCOME

Dear Parents, Guardians, and Students,

Welcome to the Secondary School at South Coast Baptist College. Whether your child is just beginning their journey in Year 7 or preparing to step into their final years with us, we are honoured to walk alongside your family during this formative season.

This handbook has been prepared to help you navigate the rhythms of life at South Coast Baptist College. It outlines key information, expectations, and opportunities that will support your child's growth and success throughout their time in the Secondary School.

At South Coast, we believe education is a partnership — one built on trust, shared values, and a deep commitment to the flourishing of every student. We are a relational school, where connection and care are central to everything we do. Together, we embark on a journey that begins with new uniforms, timetables, and subjects, and before we know it, we blink — and your child is graduating, ready to step confidently into the world beyond school.

Our hope is that your child's journey here will be marked by the discovery of new passions, underpinned by a rigorous work ethic, and shaped by meaningful encounters with God and our Christian community. We believe that a South Coast education fosters both purpose and passion, and when these unite, the seeds of fulfilment and success take root.

At our school, your child will be supported by a dedicated team of educators and pastoral staff who are committed to nurturing their academic, emotional, and spiritual wellbeing. From Homeroom to House programs, from subject selection to career counselling, every aspect of our Secondary School is designed to help students grow in confidence, character, and clarity about their future.

Thank you for trusting us to care for and journey with your family. We look forward to partnering with you in this exciting season of life.

Blessings,

Nick Harris

Head of School - Secondary

Mich Hum's



College Dates

January

1 New Year's Day26 Australia Day28-30 Pupil Free Days

February

- 2 Commencement Primary
- 2 Commencement Yr 7
- 3 Commencement Yrs 8-12
- 11 Founders Day

March

2 Labour Day24 College Open Evening24 Early finish for students

April

- 2 Last Day Term 1
- 3 Good Friday
- 6 Easter Monday
- 7-17 Holidays
- 20 Pupil Free Day
- 21 Term 2 Commencement
- 25 ANZAC Day
- 27 Public Holiday (ANZAC)

May

11-15 College Photos

June

1 WA Day

July

3 Last Day Term 26-17 Holidays20-21 Pupil Free Days22 Term 3 Commencement

August

14 Pupil Free Day forCollege Parent Meetings17 Mid Term Break

September

24 Last Day Term 325 Pupil Free Day28 Kings Birthday29-30 Holidays

October

1-9 Holidays12 Term 4 Commencement

December

11 Last Day Term 414-15 Pupil Free Days16-31 Holidays25 Christmas Day28 Public Holiday

These details are current at time of publication and may change. To ensure you have the current dates, please check the Compass Calendar.

Secondary College Bell Times

Time	Session Description	Bell Type
8:25	Preparation for School	End
8:30	Pastoral	Commencement
8:40	Changeover	End
8:43	Period 1	Commencement
9:36	Changeover	End
9:39	Period 2	Commencement
10:32	Recess	End of Class - Start of Break
10:52	Period 3	Commencement
11:45	Changeover	End
11:48	Period 4	Commencement
12:41	Lunch	End of Class - Start of Break
13:11	Period 5	Commencement
14:04	Changeover	End
14:07	Period 6	Commencement
15:00	End of Day	End of School



College Map





Who's Who

Principal	Mrs Dawn Clements	
Head of School - Secondary	Mr Nick Harris	
Dean of College Co-Curriculum	Ms Carly Phoebe	
Dean of College Staff Development & Strategy	Mr James Trimble	
Deputy Head of Secondary – Curriculum Administration	Mr Benjamin Devadoss	
Deputy Head of Secondary – Teaching and Learning	Mr Keagan Holmes	
Deputy Head of Secondary – Pastoral Care (Year 7-9)	Mr Alexander King	
Deputy Head of Secondary – Pastoral Care (Year 10-12)	Mrs Caroline Crowther	
Head of Year 7	Mr Rainer Winkler	
Head of Year 8	Mr Alexander King	
Head of Year 9	Mrs Emma Sykes	
Head of Year 10	Mr Simon Bint	
Head of Year 11	Mrs Emma Edmonds	
Head of Year 12	Mrs Caroline Crowther	
College Counsellor	Mrs Tracy Hopkins	
College Psychologist	Mrs Bianca Holmes	
Chaplains	Mr Sean Stahlhut Mrs Amanda James Mrs Katie Burgess	



Heads of Learning Area	Mathematics - TBD English - Mrs Catherine Lambert Science - Mrs Felicity Barnabas Humanities & Social Sciences - Ms Belinda t'Hart Arts - Mrs Sinaed Cottrell Health & Physical Education - Mr Mikael Leo Technologies - Mr Antony Norris Individualised Education - Mrs Tina Phizacklea
Directors & Coordinators	Bible & Christian Studies - Mrs Amber Surman GATE Coordinator & Director of Research - Mr Juan Dalton Gerber Director of Pathways Counselling - Mrs Belinda van der Linde Crossfit - Mr Andy Price Music - Mr Samuel Newman Vocal Academy - Ms Xyanthe Lee
House Coordinators	Bassett - Ms Faith Lepore Clow - Mr Samuel Newman Creelman - Mr Seth Green Ridley - Mr Christiaan Trichardt Trimble - Mr Kyle Hunt Robinson - Mr Brendan Van Der Kooij



College Support Services

Head of Year (HOY)

All year groups have a Head of Year to coordinate student wellbeing activities and provide pastoral support for students. They assist students to resolve problems that occur in their daily school life. HoYs are the Pastoral Care Managers who follow up on behavioural issues and will issue consequences for breaches of the Student Code of Conduct.

Homeroom Teachers

Homeroom Teachers use the start of each day to build positive culture, connection and care. The Homeroom Teacher helps to facilitate wellbeing and protective behaviour programs. Homeroom teachers assist in upholding College standards around uniform, participation and attendance.

College Counsellor

The College has a Counsellor on staff to assist students to deal with difficult situations that occur and to provide support to students.

College Psychologist

A dedicated School Psychologist is on staff to support students' mental health and help them navigate any challenges they may face. They work closely with students to provide therapeutic support and resources.

College Chaplains

The College Chaplains are available to provide support to students. Students may access the Chaplains by contacting their Head of Year or the Deputy Heads of Secondary – Pastoral Care.

Individualised Education

Our Secondary Individualised Education (IE) support service is led by a dedicated Head of Department who oversees our team of Education Assistants (EAs). These assistants provide in-class support, check-ins, and assessment assistance for students with diverse learning needs.

Working alongside teachers, the department ensures reasonable adjustments and documented plans are in place so students can access learning through classroom accommodations and, where appropriate, modified curriculum pathways. We meet students where they are and help them move forward academically, socially, and emotionally. The Head of Individualised Education works collaboratively to support both the foundation and extension of students' learning, ensuring every learner is challenged and supported according to their needs.





What is Compass?

At South Coast Baptist College, we use the **Compass School Manager App** to streamline communication and enhance parent engagement. The App is your goto platform for staying connected with the College and managing key aspects of your child's school life.



How do I get Compass?

When you join our College community, you will receive a Compass welcome email. This will have your login details to get you started.

What do I use Compass for?

The Compass App is an essential tool at the College as it is used for the following features:

- Student Diary
- · Year-specific events
- Attendance Notes
- · Communication with teaching staff
- · Event consent
- · Ordering College photos
- · Accessing students' reports
- · Accessing students' results
- College Communication
- College Newsfeed
- · Updating parent/student details

Who do I contact if I can't download Compass?

If you are having trouble downloading the App or need assistance, please reach out to one of the administration team members who will be happy to assist you.

When do I get my Student Card?

Students in Years 3 to 12 are issued a Student Card when they start Year 3 or when they commence at the College. Students receive their cards within the first 2 weeks of commencement at the College.

What do I do if I lose my Student Card?

If a student requires a replacement Student Card, there is a \$5 replacement fee. Please reach out to the College reception team to order a replacement card or visit the College website.



What do I use my Student Card for?

Student cards are an essential tool at the College as it is used for the following features:

- · Signing in and out of the College
- College Bus
- Transperth Services
- Library
- · Charging station access
- Canteen orders
- Printing
- Bike gate access





When do I get my device?

All students receive their device on the first day, provided that the Acceptable Use Policy has been signed.

How do I get my device?

New students will be accompanied by their Head of Year to the ICT Department on their first day. There, they will be guided through the setup process and receive their device.

This ensures every student is properly supported and ready to use their device from day one.

What do I do if my device gets damaged?

Damages should be reported to IT and a Student Claim Form must be submitted.

Non-warranty damages or loss of device/ accessories will incur a fee.

We strongly recommend our families review the insurance coverage on the policy provided when receiving the device, and ensure you consider if you require additional cover for loss or theft, under your current home and contents insurance policy.

What do I do if my device is not charged?

Chargers are not allowed at school, so make sure your device is fully charged (100%) overnight. If you need a top-up during the day, use one of the charging stations around the school.

Can I bring my own device?

In short, no. As we have grown as a college it is imperative that we provide our students with the equipment and support to minimise interruptions in learning that occur due to hardware/software issues.

After trialling different options over time and in collaboration with other schools, SCBC has found that this is best achievable when students are on the same device, as a form of uniformity and ease of configuration.

How do I add printing credit?

Go to Front Reception to purchase printing credit and keep the receipt. Take the receipt to the IT Helpdesk in the Library, where staff will add the credit to your account.





When is the Library open?

Our Library Resource Centre is a welcoming space for study, reading, and research.

- Opening Hours: 8:00 am 4:00 pm, Monday to Friday (including Recess and Lunch).
- What's Inside: A wide range of books, magazines, and digital resources to support your learning and spark your curiosity.
- How to Use It: Students are encouraged to borrow resources, work quietly, and respect shared spaces.

How do I access Library resources?

Need tech support? The IT Helpdesk is your first stop for any computer-related issues.

- Located in: The Library Resource Centre.
- We Can Help With:
 - Hardware or software problems
 - · Account or email access issues
 - · Device troubleshooting and advice
- Tip: Report issues early so you can stay on track with your learning.









How to get to and from School?

The following transport options are available to all students attending the College:

- Public transport
- College bus
- Bikes, scooters, eRideables (16+)

What bus routes are available?

The College engages contractor-operated buses with routes running to the College in the morning and from the College in the afternoon.

Students catch the buses at the allocated bus stops as indicated on the route. Students must be at the bus stop 10 minutes before the scheduled time.

Please visit our College Website for all available routes.



Students must be registered to catch the bus service. Students catching the service need to be seated and have a seat belt allocated due to legislation.

All routes are set therefore students will embark & disembark at the allocated stop. No deviations can occur from the scheduled route or bus stops.

How do I register for the College bus?

To register for the bus, please email busservice@scbc.wa.edu.au and request access to our online system RollCall. Include your name and student's name/s.

We will send an email inviting you to create a RollCall profile, which will include inputting your child/ren's details and allocating the bus stop.

If you had a registration from previous years, you can use the same login and School Code **southcoastbc**.

How do I get the RollCall App?

Scan the QR code to follow the instructions



Booking system

Students must be allocated to a bus for the days and times they are traveling.

For Term Travellers, please visit the College website and complete the 'Bus Term Traveller Booking Request', and pay the fee for the term.

For Casual Travellers, parents can book through the RollCall App up to 9 days in advance. Casual Travellers are given options for the frequency, days, and morning/afternoon routes.

How do I add credit?

If catching the Contracted School Bus, you will need to add credit using the RollCall App. Please note that if you add credit directly to Transperth, this can only be used for Transperth transport and cannot be transferred to the College Contracted Bus Service or vice versa.



College Parking

Parking Guidelines

SCBC provides designated parking areas to ensure safety and smooth traffic flow. Carpark 1 is the main carpark and includes the Kiss & Drop zone. Secondary students are encouraged to enter the College via the access gates along Fairview Drive or Oakwood Crescent.

Bikes and eRideables

Where do I leave my bike during school hours?

SCBC provides a secure bike lock-up area for students who ride to school. All bikes must be locked and cannot be left overnight or over the weekend. Students can access the bike gate using their SmartRider card during school hours. The gate is open from 7:30 AM to 9:00 AM, locked during the school day, and reopens from 3:00 PM to 4:30 PM.

For safety, students must dismount their bikes when entering the College grounds. Dismount signs are clearly displayed on all paths leading into the school. Students are also required to wear a helmet and must not ride in the carpark at any time. These measures help ensure the safety of all students, especially our younger ones.

What are the College expectations?

Under Western Australian law, students riding bicycles or e-scooters to school must follow specific safety regulations. All riders are legally required to wear an approved helmet while on public roads. Importantly, only students aged 16 and over are permitted to ride eRideables (such as electric scooters, skateboards, or unicycles) in public areas, including when travelling to and from school. Devices must comply with safety standards and speed limits. For everyone's safety, students must dismount before entering school grounds, and riding in carparks is strictly prohibited. All students must adhere to the Student Code of Conducts when traveling to and from the school in their uniform.





Can I order food at school?

The College Canteen is open 5 days a week during recess and lunchtime, providing a range of fresh and nutritious snacks and meals for students from Kindy to Year 12. On Thursday's our Hospitality students operate the 4Shore Cafe to collect money for the Mannafest Program, serving delicious food and drink options during recess time.

How do I order?

Families can order online using Spriggy Schools or purchase directly at the counter during breaks. To get started with online ordering, visit https://www.spriggyschools.com.au to register and download the app. Then, create a profile for each child, selecting South Coast Baptist College (Secondary) and their class. Once set up, you can start placing lunch orders quickly and easily.

Students can order from the 4Shore Cafe during recess, the menu and prices are revealed on Compass a week in advance, no online orders can be made.

Scan the QR code to go to www.spriggyschools.com.au to register and download the app.



What are the payment methods?

The canteen accepts cash, EFTPOS or student cards, phones may not be used to make payment. If your child has allergies or dietary requirements, please inform the College so we can provide the right support.

At the 4Shore Cafe students are able to pay with either cash or EFTPOS.

When will I get my locker?

All student are allocated their locker on the first day. The Head of Year will provide students with their lock combination and instructions of use.

How do I use my locker?

Students should access their lockers before school, at recess, and at lunch, ensuring they bring everything needed for the next two periods. Students should keep stationery in a pencil case or the front pocket of the device bag, and protect laptops by keeping the main pocket for the device only. All personal property must be clearly labelled. Lost items are held at Secondary Administration or the Uniform Shop.

What do I do if I forget my locker code?

If students forget their locker code, they should go to Secondary Administration.



What do I do if I lose my lock or am having problems with my locker?

Locker locks must be College-issued. You will need to purchase a new lock by paying \$25 to the front reception who will issue you with a receipt. Bring this receipt to Secondary Administration, where a new lock will be issued. Issues with lockers should be directed to your Homeroom teacher or Head of Year.

What to do when I feel unwell at school?

During class, tell your teacher, and they will allow you to go to student services. During recess or lunchtime you may go directly to student services. If you have any questions about medical issues, please visit Student Services or ask your parents to ring them on 9540 4411.

What to do if you are injured or sick and can't do Physical Education?

If you can't participate in physical activities, it is necessary that you bring a note/email from your parent/guardian. You should present this note to your PE teacher when the class commences. You will still attend PE class but will sit out of the activities or be given alternative activities to complete.

How do I change courses?

Ask your Parent/Guardian to complete the elective/subject change request form which is accessed via the Compass Newsfeed. Further information about this process is sent to students and Parents/Guardians throughout the year. If you have other questions or cannot find these forms, please e-mail secondary@scbc.wa.edu.au.

What do I do if I don't have the correct uniform?

If a student does not have the full, correct uniform, they will present to Secondary Admin for a Uniform Pass and sticker. Parent/guardian can supply a written note or email to uniformpass@scbc.wa.edu.au to provide reason for incorrect uniform.



Attendance

All students are expected to attend school regularly and punctually. Excessive absence affects learning progress, relationships with peers and general attitude towards schooling. Rates of attendance and punctuality are noted in Semester Reports.

Students are discouraged from missing school for reasons other than illness or emergencies. It is important to understand that there is a strong relationship between attendance and learning and that missed classroom teaching and learning activities can never be entirely replaced. Attitudes regarding the value of education and the importance of study, are shaped by parental decisions and priorities regarding school attendance.

To comply with College Policy, all absences must be logged through Compass. The College is regularly audited in relation to student attendance.

What do I do when I arrive late?

Go to the front Reception and sign in using your Student Card, and present the sign-in slip to the teacher in the class

What do I do if I have an appointment during school?

Your Parent/Guardian must log a Compass attendance note stating the date, time, and reason for early departure. At the designated time, you should go to the front reception to be signed out and collected by your Parent/Guardian.

What do I do if I miss an assessment?

Ask a parent or guardian to submit an attendance note in Compass and provide a medical certificate if you were unwell. You will receive a missed assessment notification with a form that must be completed.



Who to contact if you have a concern?

Speak to the appropriate person regarding your concern or complaint. Alternatively, complete the complaint and concerns form:

Scan the code to complete the form.

(Completed forms are sent to the Secondary School Deputies)



For Subject learning, task details, grades

Subject Teacher



Head of Learning Area (HoLA)



Deputy Head – Teaching & Learning

For General Wellbeing issues, behaviour concerns

Homeroom Teacher (if applicable) or Head of Year



Deputy Head – Pastoral Care.

Careers, VET, Workplace Learning

Director of Pathways Counselling



Deputy Head – Curriculum Administration

For Compass permissions, reports, general admin

Secondary Administration

For Device faults, Software/Account access, platform troubleshooting

IT Helpdesk (Library)





STUDENT CODE OF CONDUCT SECONDARY

Empowering Students for a Brighter Future

At South Coast, we believe in the potential of every student. We encourage them to pursue their passions and become courageous, wise, hopeful, and compassionate citizens. We value the inherent dignity and worth of all individuals, who are created in God's image. Our Student Code of Conduct outlines the expectations and responsibilities for all South Coast students.

COURAGE

People of perseverance who are creative and resourceful in times of challenge.

- We stand up for the vulnerable and act courageously to protect our school community.
- We report unsafe and unkind behaviour to a trusted staff member.
- We speak with truthfulness and act honestly.
- We seek to restore relationships when we make mistakes.
- We persevere in our learning, giving our best in all we do.
- We accept responsibility for our actions and grow positively from our mistakes.
- · We wear the College uniform with respect and pride.

MODZIW

People of integrity who learn from every experience & demonstrate discernment.

- We ask good questions and find the answers for our challenges.
- We attend school and College events.
- We use technology in ways that are consistent with College policies.
- We do not cheat or plagiarise.
- We stay in areas where staff are present on campus and at college events.
- We respect the wellbeing and learning of others, at school and online.
- We abide by the laws of Australia, being good citizens.
- We are considerate of others and of the impact of our choices.
- We are punctual and present with all necessary materials in preparation to work and learn.
- · We uphold the values of South Coast Baptist College.

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HOPE

People of faith who are inspired and confident about the journey ahead.

- We believe in a bright future, trusting in God's plan for us.
- We strive for improvement, setting habits for our future.
- We encourage teamwork and seek to achieve common goals.
- We seek to build a community that is honouring, inclusive and kind.
- We choose to see the best in people.
- We celebrate the successes of others and encourage them to make courageous, wise and loving decisions.
- We build hope into our community through acts of service and social justice.

NVF

People of compassion who value and care for others without seeking reward.

- · We care for each other because Christ loved us first.
- We show kindness and respect to all people.
- We demonstrate care and respect for our college environment.
- We do not steal or damage property belonging to others or the college.
- We are college ambassadors; we represent the college with respect and pride.
- We treat others in a manner we believe they would appreciate.
- We do not create, share or engage in any form of harassment or violence; online, at school or at college events.
- We respect the confidentiality of others.

Building a Safe and Support Environment Together

At South Coast Baptist, we uphold a Student Code of Conduct that prioritizes safety, respect, and accountability. Breaches of this Code will be addressed in accordance with our Behaviour Management Policy, with serious offenses potentially involving law enforcement or external agencies. We are committed to restorative practices that support the well-being of our students and staff. It is essential for students to report any breaches to a teacher or senior staff member. In alignment with our Child Protection Policy, we have mandatory reporting obligations when there are reasonable grounds to suspect a child is at risk of harm. Our aim is to foster a safe and supportive learning environment for all.

Secondary School Behaviour Management System

Students are encouraged to uphold the College Student Code of Conduct, respecting our community and engaging positively with peers and staff. At times, students may accrue levels or a record of a Personal Management Issue (PMI) when the Code of Conduct is deviated from.

Personal Management Issues (PMIs)

A PMI is issued for one of the following reasons:

Presentation

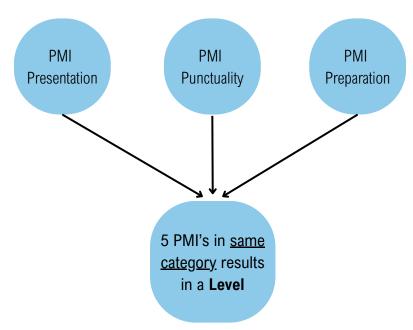
- · Not wearing the uniform correctly or missing components
- · Wearing excessive makeup/jewelery
- · Not being clean shaven
- · Hair not being tied up/ unnatural hair colour

Punctuality

- Not being present by the time the teacher has commenced the lesson
- · Late to school with an invalid reason

Preparation

- · Not bringing the appropriate materials to class
- · Having to leave class to collect materials
- · Uncharged device



Consequences for accruing PMI's

- Five or more PMI's in a category will result in a level
- · PMI's 'reset' at the end of each term
- · PMI categories do not stack on each other
 - e.g. 3 PMI's for presentation and 3 PMI's for punctuality does not result in a level

Levels



Levels are issued after a sendout from class (repeated disruptive behaviours), automatic safety sendouts from class, phone use, gum use, zero tolerance acts or breaches of the Student Codeo of Conduct.

LEVEL 1	Conversation with Head of Year (HoY), restorative conversation with staff member - if appropriate. Parent/Guardian contacted by HoY. Level back recommended.	
LEVEL 2	Actions taken as above.	Zero Tolerance Acts Depending on the significance of the
LEVEL 3	Actions taken as above. Parent/Guardian invited in for a meeting to discuss accumulation of levels, supports and behavioural goals moving forward.	incident, permanent exclusion may be the result of the first instance
LEVEL 4	Loss of Good Standing One day In-School Suspension Parent meeting with Head of Year and Deputy	Medium Impact Two levels and one day in-school suspension
LEVEL 5	Loss of Good Standing One day In-School Suspension Parent meeting with Deputy of Wellbeing	High Impact Two or more levels and one or more
LEVEL 6	Exclusion or Withdrawal Appeal may be lodged	days in-school suspension Or permanent exclusion

Please note that this system is at the discretion of the College Principal, Head of Secondary and Deputy Heads of Secondary.

Level Back Process

Students can engage in a level back process over 10 consecutive school days (2 weeks) that will map positive behaviours. The student's Head of Year will determine if the level back is successful. Two level backs are available to students each year.



House & Wellbeing Sessions

Students are divided into six Houses. Each of our six Houses has a Year 12 House prefect and a homeroom leader from Year 8 to Year 11. On Wednesdays, students wear House shirts with sports uniform and attend a House or Wellbeing session (Period 2). These are designed to build belonging, develop character, and foster mental health literacy, with age-appropriate content led by Heads of Year and House Coordinators.

Our six houses acknowledge the pioneering vision of six founding families who wanted a Christ-centred education for their children and who financially established the College.



Reverend Gordon Bassett was the senior Pastor of Rockingham Baptist Church. He supported the vision and led the Feasibility Committee for the establishment of the College.



Keith Ridley was an elder of the church when the College was first established and later became the College Principal.



The Clow family voted for the initial decision to proceed with the College and Peter Clow was heavily involved in the fundraising to secure the land on which the College now stands. Peter Clow also freely gave his labour to maintain the College property.



Clynton Robinson was a key member of the College Feasibility Committee, and his brother Ashbee Robinson was the inaugural Chairman of the School Board.



Andrew Creelman was the foundation Principal. He donated financially to the College to ensure staff would be paid for a short period of time before government funding and fees commenced.



Dennis Trimble was a Church elder, key member of the Feasibility Committee and served as a College Chairman for many years. Penelope Trimble, who donated a year's income for the establishment of the College, was Administrator/Bursar from 1986 until 2004.



Student leadership opportunities

Students have the opportunity to develop leadership skills through formal Student Leadership roles, the Peer Mentorship program, leading activities or teams within Co-curricular programs, and representing the College in various capacities.

Nominations for formal leadership positions take place in Term 3 each year. Selection emphasises character, reliability and a willingness to serve, rather than popularity. Student leaders are expected to model College values, support their peers, and foster a positive House culture.

Meet our 2026 Student Leaders





Excursions, Camps & Co-Curricular

Excursions

Most excursions and incursions require consent via Compass. Staff complete risk assessments and approvals well in advance. Some on-campus or curriculum-embedded activities may not require separate consent.

Camps and Enrichment Week (End of Year)

- Year 7-8: Enrichment activities
- · Year 9: Camp
- Year 10: Careers and Transition program
- Year 11: Camp

Do I need permission to go on an excursion?

All excursions permissions are completed online using Compass. Parent/Guardian permission is provided through Compass and is required before students can participate in the excursion.

Co-Curricular Opportunities

Students can participate in a wide range of activities, including debating, chess, ethical hacking, Duke of Edinburgh, music ensembles, Open Studio, Surf Cadets, and more. For current offerings, refer to Compass and the College website.





Staying safe online

Parents are also granted access to Qustodio a Parent Control Application.

What is Qustodio?



Qustodio is a **free** offering to families of the College. It is a powerful tool designed to keep your child safe online. It gives you (parent/ guardian) visibility and control over their digital activity, helping you guide healthy screen habits and stay informed about how they use their devices outside school hours.

How to get started

You'll be automatically registered when your child starts at the College.

To access your account:

- Scan the QR code provided by the school, or
- ·Visit: www.qustodio.com/my-school
- ·Use the **email you provided during enrolment** to log in
- **Download and install** the Qustodio Parental Control App

Devices you can monitor

- You can monitor your child's school laptop (already set up with Qustodio).
- Additionally, you can monitor one personal device (like a phone or tablet) per student at no cost.

Need help?

Qustodio has a dedicated support team for College families. Scan the QR code to fill the form.



Resources

·Online Safety Hub



·Bite-Sized Learning





Behaviour Expectations & Restorative Practices

We want the day to feel Fun, Fair, and Firm: high expectations with warm support. Teachers record PMIs (Presentation, Punctuality, Preparation) to identify patterns early; minor reminders help students course-correct.

When behaviour significantly disrupts learning, a send-out may occur. Parents are contacted should this occur. A restorative conversation with the Teacher and Head of Learning Area (HoLA) is required before the student returns to the class from which they were sent out. Repeated or serious breaches of the student code of conduct can lead to additional consequences and Loss of Good Standing, resulting in in-school suspension and temporary withdrawal from co-curricular activities (with specific equity exceptions).

What do I do if I get sent out of class?

Students will leave class with their equipment and go straight to Secondary Administration. Upon arrival, students will complete a reflection form and speak with a staff member.

Mobile Phones & Prohibited Items

Phones must not be accessed between 8:25 am and 3:00 pm, smart watches are not permitted at school. Earbuds should be wired and only used when directed by a teacher—wireless earbuds are not allowed.

If a student needs to contact their parents during school hours, this can be done through either Student Services or Secondary Administration.





Policy

South Coast Baptist College has an established Uniform Policy. The school uniform fosters a sense of belonging, pride, and unity among students. Maintaining high standards in wearing the uniform not only enhances individual presentation but also positively influences student behaviour and performance while reflecting the values and reputation of the College in the wider community.

This policy applies to all students of South Coast Baptist College and requires the cooperation of parents and guardians to ensure adherence to uniform and grooming standards. It also outlines the responsibilities of students, parents, and staff in maintaining these expectations.

We encourage parents to read through the Policy with their children, so they are aware of the uniform expectations before commencing. The Policy can be found on the College website.

https://www.scbc.wa.edu.au/policies/

Uniform Changeover Dates

- Term 1 Summer Uniform
- **Term 2** Winter Uniform (Week 1 summer or winter uniform is permissible)
- Term 3 Winter Uniform
- **Term 4** Summer Uniform (Week 1 summer or winter uniform is permissible)

College Blazers

All students from Year 7 to Year 12 are required to have a College Blazer as part of the winter formal uniform.

During terms 2 and 3, College blazers are to be worn to and from the College and during Homeroom each day and on the following occasions:

- All assemblies held during terms 2 and 3.
- Year 12 Graduation
- · College Photos
- · When representing the College

Physical Education and Sport

All students (including the Football Academy students) are expected to wear the College sports uniform at all sporting events (excluding Football events) and around the College when they cannot be in their formal uniform.

Please refer to the uniform handbook enclosed in your welcome pack for **all** uniform requirements.

College Bags

All students are required to have the blue College Bag and sports Bag; non-College bags are not acceptable.

Sports Specific Uniforms

As per instruction from the Head of Learning Area HPE, Director of Sport and Director of Football, students in sporting teams are required to wear correct team attire.

Sporting uniforms must not be mixed with the college's summer or winter uniforms.

Please note: Students must wear the correct formal uniform to the College, not their Physical Education uniform. Exceptions to this include students training before school or students competing in Interschool or Inter-house carnivals. Student who have Physical Education at the end of the day may wear their PE uniform home if they have all the correct items and are wearing it correctly otherwise, they will need to change back into their formal uniform.

Hats

Students are required to wear their school hat when outdoors at school in Terms 1 & 4. The hat is to be worn when participating in outdoor activities and is compulsory for all sports classes. No other hat or cap is permitted to be worn.

In Terms 1 and 4, students sitting outside or playing on the oval during recess and lunch breaks must wear a hat.



Footwear

Formal

Black, lace-up, polished leather school shoes are compulsory for students at the College. Shoes must be 'heeled' but with heels not higher than 20mm, measured from the inside of the heel.

Sports

When wearing the College Sports Uniform, students are required to wear proper sports sneakers/trainers that provide ankle support and allow for rapid changes in movement. Vans/skate or canvas shoes are not permitted. Any colour is acceptable.

Girls' Dress Length

Girls' summer and winter dresses should be mid-knee length. Parents are asked to check their daughter's uniform and adjust the hemline when necessary.

Grooming

All boys in Years 7 - 12 are to be clean shaven during the school day and at all College events.

Make-up and Nails

- Girls can wear CC cream or BB cream to cover blemishes on the face, but are not permitted to wear mascara, foundation, eyeliner, eye shadow or coloured lip moisturisers. Girls in Year 12 are permitted to wear make-up that looks semiprofessional and acceptable for the workplace. Girls in Years 7 – 11 will be asked to remove make-up that is noticeable.
- Fake eyelashes are **NOT permitted**
- Nail polish/varnish, and artificial/acrylic nails are not permitted to be worn at school.

Unacceptable make-up and nails





Excursions/Incursion

Students are required to wear the appropriate College uniform when attending excursions or incursions. The organising teacher will advise parents and students of the uniform requirements as part of the planning/permission process.

Students who do not have the correct uniform may be given the opportunity to rectify this (where possible) prior to leaving on the excursion. Alternatively, students may be required to remain at school.

Social Functions

Dress standards are expected to reflect College values. The College reserves the right to exclude students from a function if their attire is considered inappropriate by a Head of Year, Deputy Head of Secondary (Wellbeing or Curriculum) or Head of Secondary.

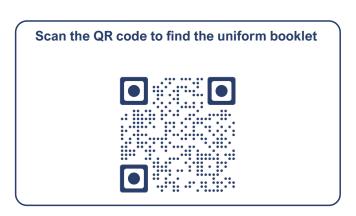
Dress for Charity

Any Dress for Charity days to support various charities will be chosen by the Prefects/Student Council. There will be a maximum of one free dress day per term. Correct PE attire is still required to be worn for Physical Education lessons, and appropriate footwear is required for practical areas such as Foods Technology and Wood/Metal classes.

Any clothing with graphics and/or words that are contrary to the Christian ethos of the College must **NOT** be worn. Students who do not conform to these standards will be withdrawn from classes.

Top 5 Uniform reminders

- 1) **Wednesdays = House shirt day** (with sports uniform) and Founders Day is also a House/celebration day.
- 2) **Footwear matters:** sturdy, polished, correct uniform shoes.
- 3) **Hair & jewellery:** neat and conservative; long hair tied back as required by safety or discipline guidelines.
- 4) **Outerwear:** only College-approved jumpers/jackets; no non-uniform outerwear on campus.
- 5) **PE kit** is for PE sessions and approved days only; students otherwise wear the standard uniform.



Hair

Hair styles of all students should be clean and neatly groomed whenever in the school uniform.

- Fashionable extremes (some examples are, but are not limited to, Mohawk, dreadlocks, rat tails, top knot, shaved heads, multiple or unsuitable colours, and any others as determined by the College), are not permitted.
- Hair is either short or tied back all hair that can be tied back must be tied back, including hair that falls below the collar using the College navy hair tie and/or scrunchies. Black or navy plain hair slides and knitted black fabric headbands only.
- Fringes longer than the eyebrows must always be clipped back.
- Hair that cannot be tied back must be held securely in place with clips and not fall in front of the face at any time.
- Only natural looking tints may be used, stark contrasting colours such as balayage, as well as block colours or wide sections of colours, are unacceptable, as are brightly coloured tints.
- Braids/small plaits are acceptable provided that:
- They fit the head firmly and neatly and are tied back into a ponytail, which is secured at the nape of the neck (not on the top of, or back of the head)
- They are kept neat, clean and well-groomed
- No beads or coloured bands are used
- There are no dreadlocks

In matters of hairstyle, the College remains the final arbiter.

Jewellery

The only jewellery that students can wear is:

- Girls- One pair of plain sleeper earrings with a diameter no bigger than 8mm, or plain stud earrings no bigger than 3mm, or stud earrings with a stone no bigger than 3mm in the lower lobe only.
- Boys- one plain earring/s or an earring/s with a stone no bigger than 3mm.

Students with any other piercings will be asked to wear a clear plastic stud so that it cannot be seen. Leniency will not be given for students who elect to have extra ear piercings during holiday periods. A clear stud must be worn, and healing time is not an acceptable excuse for non-compliance.

- · A watch or exercise tracker.
- Smart watches are <u>NOT permitted</u> at school under any circumstances, and their use as an exercise tracker is not an acceptable reason or being given permission to wear one at school.
- A medic alert bracelet or necklace.
- Rings, bracelets/bangles/charity wrist bands are NOT permitted to be worn.

Students found wearing unpermitted jewellery will have it confiscated and returned at the end of the week.

Uniform Shop

All items of the College Uniform are available from the College Uniform Shop, except for raincoats and footwear. Please check the College website for opening days and times. You can contact the Uniform Shop on 9540 4430 or uniformshop@scbc.wa.edu.au

Hair

Acceptable Hair









Unacceptable Hair



Jewellery

Acceptable Jewellery









Unacceptable Jewellery



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Overview

At South Coast Baptist College, faith formation is intentionally woven into daily College life—through Chapel, Homeroom, moments of prayer or reflection, House service opportunities, and the pursuit of "quiet excellence" in everyday learning. We encourage students to embody our core values—Love, Hope, Courage and Wisdom—through kindness, perseverance, integrity and service.

Chapel

Held once each term, Chapel gathers all Secondary students for worship, a message from God's word, prayer and praise. With music, teaching, guest speakers and student-led elements, Chapel offers a purposeful pause that nurtures faith, builds belonging and reinforces College values.

Student-led Bible Study Group

A student-led Bible study and prayer group meets weekly at lunchtime in the Youth Shed. Supported by staff, student leaders receive training to facilitate sessions that typically include interactive games, a short devotion and group prayer. All students are welcome.

RBC Youth Ministry

The College partners with Rockingham Baptist Church (RBC) to provide additional pastoral care and youth engagement. All chaplains are from RBC and are available in the Youth Shed during lunch for support and conversation. Students can connect with RBC Youth through programs such as Friday Night Fire (Years 7–12), small groups and Sunday Family Services with age-specific activities. For details and schedules, visit the RBC website.







Curriculum

Academic Organisation

Why Academic Organisation Matters

Organisation is not just about neat folders - it's a foundation for academic success, reducing stress, and building independent learning habits. At South Coast Baptist College, we believe that academic organisation allows students to;

- Find assignments quickly and avoid last-minute panic.
- Prepare effectively for lessons, tests, and projects, and
- Develop lifelong habits of responsibility and selfmanagement.

Our system is consistent across subjects, so students don't have to guess what's expected and can instead follow the same structure for every core subject.

Assessment & Reporting

Subject File Set-up

English: RedHASS: Green

• Science: Light Blue

· Mathematics: Dark Blue

Each subject file includes:

- 1 x A4 Small Ring Binder (colour-coded)
- 1 x 128-page Exercise Book
- 2 x Plastic Sleeves:

"To Action": Current tasks, homework, or forms that need attention.

"To File": Completed work ready to be stored.

How it works



All MESH subjects have a binder with a workbook. Students are required to bring this binder to every class. Any loose worksheets or booklets should either be filed or glued into workbooks.

For all **non-MESH** subjects, they will use an organisation system set up by the departments which may include the use of **document** wallets, workbooks or all **digital** file storage.



What if I haven't been able to purchase something on the booklist?

If you haven't been able to buy an item on the booklist, please ask your parents to write a note explaining the reasons for this. This note will need to be given to the appropriate teacher in your first lesson. All items on the booklist are needed for classes so they will need to be purchased as soon as possible.

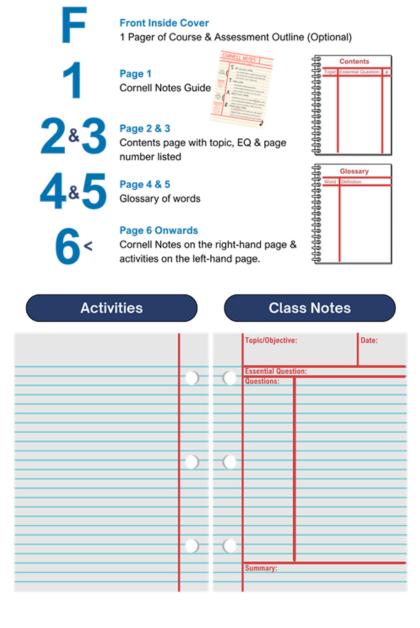
Interactive Notebook System

At South Coast Baptist College, we utilise the Cornell note-taking system. This method supports students in keeping an organised workbook. This is more than a workbook - it's a learning tool that;

Setting Up an Interactive Notebook

- · Encourages active engagement with content
- · Builds study and revision skills, and,
- · Provides a personalised record of learning.

Below is a quick-start guide on how to set up an interactive notebook.



During Class

1

Set up your notes by:

- ruling up your page & copying down the topic, EQ & date.
- · add the topic to your contents page.

2

Take notes by:

- · actively listening &taking down key points
- · used heading & dot points to ensure your notes are clear
- · try to write notes in your own words

After Class

3

Add to notes:

 use the left-hand column to write definitions, clarification, diagrams, opinions or questions to improve your notes.

4

Revise your notes:

- use the 10/24/7 method to review your notes
- · ensure to highlight or mark key terms
- · write your summary (2 sentences that answers the EQ)

Filing at home

Students are not expected to carry all their notes from the year to school, but should retain these for the purposes of revision. To prevent school binders from becoming too heavy, students should perform the following steps:

- · Set up home folders for each core subject.
- At the end of a topic or after a test, move older notes from the school binder to the home folder.
- Keep everything in chronological order for easy revision.

Parents tips for supporting academic organisation

You can support your child in revising material covered in class by asking two questions:

- 1."What was today's Essential Question?"
- 2."Can you summarise the main idea in two sentences?"

Additionally, consider the following steps to support your child in being academically organised:

- Check Compass together: Review homework and upcoming assessments.
- Ask to see the binder: Is everything in the right sleeve? Are notes glued in?
- Praise consistency: Organisation is a habit acknowledge effort, not just results.
- Create a home study zone: Quiet, well-lit, with all supplies ready.
- Encourage filing at home: Make it a weekly routine.
- Ensure laptops are charged: Incorporate this as part of a daily routine.



Curriculum Overview (Years 7-10)

South Coast Baptist College delivers the Western Australian Curriculum, which covers eight learning areas: English, Mathematics, Science, Humanities and Social Sciences (HASS), Health and Physical Education (HPE), Technologies, The Arts, and Languages. In addition, students also study a range of other subjects such as Bible and Christian Studies (BCS) in Years 7, 8 and 10, and the Rite Journey program in Year 9.

This broad exposure ensures students develop critical thinking, creativity, collaboration, and problem-solving skills, while also identifying areas of passion for future pathways.

Students are assessed against SCSA achievement standards in most courses, where a C grade represents the expected standard by the end of the year.

Teachers provide course and assessment outlines at the start of each semester, including:

- · Task types and descriptions.
- · Weightings for each assessment.
- Timing of tasks across the term.

Changes to these outlines are communicated digitally via Compass.

Streaming: Foundation, Core, and Advanced classes

In English, Mathematics, Science and HASS learning areas, students are streamed into Foundation, Core or Advanced classes.

- Advanced classes provide additional challenge and extension for students demonstrating strong academic
 performance.
- Core classes provide a classroom experience that will be at a comfortable pace and level of complexity for most students.
- Foundation classes offer targeted support and scaffolding for students who need more time to master core concepts.

Students sit common assessments allowing comparability of achievement between streams and have the opportunity to demonstrate all levels of achievement regardless of stream.

Streaming is reviewed every semester, allowing students to move between levels as their progress and needs change. This flexible approach ensures that every student is both supported and challenged appropriately.

Assessments, Exams, Feedback & Reporting

In Years 7 and 8, students engage in continuous assessment and feedback throughout the semester, which is essential for guiding progress and supporting learning. There are no formal school examinations at these year levels. Major assessment feedback is posted in Compass, and semester reports include Western Australian Curriculum grades along with comments on attitude, effort, and organisation.

From Year 9, formal examinations are introduced to help students prepare for senior school expectations. Exam dates are published in Compass well in advance and must be prioritised, with detailed regulations provided before each exam block.

Absences from assessments are only accepted for illness, medical reasons, or misadventure, and must be supported by documentation. Catch-ups are expected immediately upon return or as directed by the teacher. For full details, please refer to the Secondary Curriculum Policy.

Why Feedback Matters?

Feedback is more than a grade—it helps students understand their strengths and areas for improvement. Regular feedback supports better learning habits, builds confidence, and ensures students stay on track with their goals.

NAPLAN & OLNA

NAPLAN (Years 7 & 9):

All Year 7 and Year 9 students sit NAPLAN in Term 1 (as scheduled nationally). NAPLAN provides a snapshot of literacy and numeracy skills and offers valuable information about your child's progress. While students are encouraged to participate, NAPLAN does not contribute to school grades, and families may choose whether or not their child sits the assessments.

OLNA (Years 10-12):

A core requirement for students to achieve the Western Australian Certificate of Education (WACE) at the end of Year 12 is demonstration of the minimum standard of Literacy and Numeracy. It is also a core requirement to apply for off-campus vocational courses in Year 11.

Some students may prequalify for this standard through NAPLAN in Year 9. All other students will be required to sit the Online Literacy and Numeracy Assessment (OLNA). Students have multiple opportunities (up to six) to meet the standard until the end of Year 12.

Information about OLNA will be provided to students who are required to complete it, and support materials are made available to help students prepare.

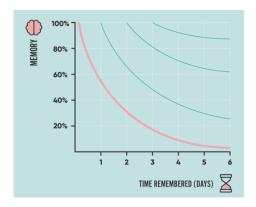
Study Expectations

Study is a critical part of the learning process at South Coast Baptist College. It reinforces classroom learning, strengthens memory retention, and develops independent study habits.

Why Regular Study Matters?

Research on the Forgetting Curve shows that without review, students forget up to 70% of new information within 24 hours. Regular revision interrupts this curve by revisiting concepts soon after they are taught, helping students retain knowledge for the long term.

Review to Remember



Recommended Weekly Study Time

• Year 7: 5 hours

• Year 8: 6 hours

Year 9: 7 hoursYear 10: 8 hours

Holiday Study:

- Years 7–9: Minimal (reading, light revision)
- Year 10: As required, especially for exam preparation

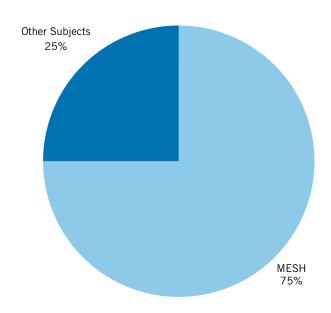
How to Use Study Time Effectively

- Allocate 75% of study time to MESH subjects (Mathematics, English, Science, Humanities) and 25% to other subjects.
- Include completion of assignments, revision of class notes, and preparation for assessments.
- Study in focused, bite-sized sessions—15 minutes at a time, followed by short breaks to maintain concentration.
- Break large tasks into smaller, manageable steps.

Best Practice Study Tips

- Create a study timetable to plan ahead and avoid last-minute stress.
- Use active recall by testing yourself on key concepts, rather than simply re-reading notes.
- Apply spaced repetition by reviewing material multiple times over several days.
- Summarise your notes using strategies such as Cornell Notes or mind maps.
- Teach someone else—explaining concepts aloud reinforces your understanding.
- Minimise distractions—study in a quiet, well-lit space and use devices only for learning purposes.
- Start with the most challenging subject first, when your energy is at its highest.

Study Success Toolkit





Parent Support Tips

- Check Compass for homework and assessment deadlines.
- Encourage a consistent study routine in a quiet, organised space.
- Praise effort and persistence, not just results.



Study Support

Participating in our after-school study programs helps students establish effective routines, keep up with assessment tasks, and develop independent learning skills that contribute to long-term success. Having access to a calm, supervised environment and expert teacher support is especially valuable during busy assessment periods. Information about upcoming sessions and registration can be found on Compass.

Study Club (Weekly, 3:00-4:00 pm)

A supportive, supervised environment for completing homework and assessment tasks. Teachers are on hand to help students interpret task instructions, structure responses, and manage their time effectively. Register via Compass (Events).

What to expect/bring:

- Current homework or assessment tasks, a notebook, and your College device (fully charged).
- Quiet individual study, with teacher check-ins for guidance.
- Sign in/out with the supervising teacher.

Rigorous Minds (Weekly, 3:00-5:00 pm)

Designed primarily for Years 10–12 students on a university-bound pathway, with Years 7–9 welcome to join selected activities from 3:00–4:00 pm. Sessions include guided study strategies, peer learning circles, and focused individual study blocks that build exam technique and academic confidence. Register via Compass (Events).

What to expect/bring:

- A study plan for the session, class notes, and practice questions.
- Targeted support in essay planning, problem-solving strategies, retrieval practice, and time management.
- Commitment to quiet, sustained work periods with short, structured breaks.

Rigorous Minds Flow

20-min strategy mini-lesson

25-min study blocks



Peer review

Academic Integrity & Al Use

Students must submit their own original work and acknowledge all sources. Using Al-generated content (text, images, video) as your own work is not permitted and will be treated as plagiarism.

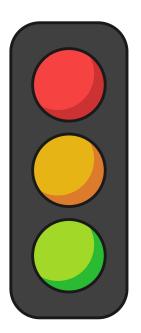
Why AI Matters for Learning

Artificial Intelligence (AI) is becoming an essential tool in education and the workplace. When used responsibly, AI can:

- Support learning by explaining complex concepts in simple terms.
- Provide practice opportunities through quizzes and revision prompts.
- Boost efficiency by helping students organise ideas and summarise notes.
- Prepare students for the future, where Al literacy will be a key skill in many careers.

Traffic Light System for AI Use

To clarify expectations for assessments only, SCBC uses the following system:



Red - No Al Use

- Applies to all formal assessments, exams, and in-class tests.
- · Students must complete these tasks entirely on their own.
- Submitting Al-generated work is a breach of academic integrity.

Yellow – Limited Al Use

- Applies to some take-home assessments where teachers allow planning support.
- Al can assist with brainstorming ideas or creating an outline, but the final work must be written in the student's own words.
- Any Al assistance should be acknowledged if permitted.

Green – Al Use Allowed

- Students are allowed to use generative for these assessments.
- Al assistance should be acknowledged if permitted.

Best Practice for Using AI Effectively

- Use AI to clarify concepts, not to write assignments.
- · Ask Al to generate practice questions or quiz you.
- Use it to summarise your own notes, not replace them.
- Always cross-check Al responses with textbooks or teacher guidance.
- · Never copy and paste AI content into assessments.

Consequences for Misuse

Breaches of academic integrity, including submitting Al-generated work, will result in penalties that escalate by year level and prior incidents. Serious breaches of academic misconduct may result in a mark of 0% and disciplinary action.





Career development is not just about choosing a job in Year 12 - it's about building self-awareness, exploring opportunities, and developing transferable skills from the start of secondary school. South Coast Baptist College's approach is staged and age-appropriate, helping students:

- Understand their strengths, interests, and values.
- Connect learning to real-world applications.
- Make informed decisions about Year 11 and 12 pathways and beyond.

Year 7-8: Self-discovery and study habits

Students are encouraged to build confidence, curiosity, and the ability to reflect on "What am I good at?" and "What do I enjoy?" by;

- · Identifying personal strengths and interests.
- Exploring broad subject areas—including Technologies, The Arts, and HPE—to experience different learning styles and contexts.

Year 9: Broadening horizons and linking learning to future options

Students are encouraged to consider about how interests might connect to future study or work by;

- Attending sessions that include career awareness and goal-setting.
- Exploring a greater variety of specialised elective courses.

Year 10: Preparing for Senior School

Students are equipped to make informed choices when deciding which pathways align with their abilities, aspirations, and post-school plans.

Key components:

- Information Evenings: Explain WACE requirements, university prerequisites, and vocational options.
- Pathways Information Handbook: Outlines course structures, entry requirements, and recommended combinations for different goals (e.g., university, TAFE, apprenticeships).
- Career Profiling Tools: Students may complete interest inventories or aptitude assessments to support decision-making.
- Careers Expo: South Coast Baptist College hosts a Careers Expo and invites external providers to broaden student awareness of post-school options.
- Career tasters: Opportunities to learn more about various vocations
- Registering Year 11 Course Preferences: Students and families receive detailed guidance on ATAR, General, and VET pathways.

Career Counselling and Support

Students and parents can book career planning meetings with the Director of Student Pathways Counselling to discuss vocational pathways, workplace learning, University entrance, and WACE requirements.

THE LORD'S PRAYER

Our Father in heaven,
Hallowed be your name,

Your kingdom come,
Your will be done,

On earth as it is in heaven.

Give us today our daily bread.

And forgive us our sins,

As we forgive those who sin against us.

Lead us not into temptation,

But deliver us from evil.

For the kingdom, the power

And the glory are yours,

Now and forever

Amen.



CONTACT

Accounts

fees@scbc.wa.edu.au

Canteen

College Reception

S 9540 4400 mreception@scbc.wa.edu.au

Uniform Shop



Thy Kingdom Come