Senior Schooling
Policy Document
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A STATEMENT OF SHARED UNDERSTANDING

Preamble

Kawana Waters State College is committed to providing a breadth of opportunities and programs for senior school students. The College will challenge students at all levels, support them in setting and attaining realistic personal academic goals and remain committed to excellence at all times. It will also guide students in selecting and attaining credentials from a variety of pathways for successful transition post-school.

The staff will support all students throughout their senior years at the College. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in the approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of the year group and achieve their very best.

Policy

1. The College will provide a range of high quality study options including personalised programs of study.

2. The College staff will provide personal monitoring and goal setting for all students in its support of the students' chosen pathway.

3. Students will be expected to approach their studies in a diligent manner, access available support services if needed and be accountable for their actions and responsible for their learning.

4. Parents will be expected to support their children and work collaboratively with the College.

5. Each Year 10 student will participate in a senior education and training planning process beginning with the submission of an individual Student Education and Training (SET) plan. The plan will be endorsed by his/her parents but will only become operational for the student once approved by the College.

6. There are pre-requisites for senior subjects. These will be:
   a) based on Semester 1 Year 10 results;
   b) published in the College newsletter in a timely manner for the information of students and parents;
   c) applied in such a way that they do not unreasonably limit realistic future options for a student;
   d) applied in a way which takes account of the needs and circumstances of each student.

7. In addition to ongoing support and advice, the College will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a “C” grade (or VET equivalent) in any senior subject, at the end of each semester. If a student does not achieve the agreed outcomes of the plan, the College may require the student to amend or change subjects or course.

8. The College will provide a comprehensive and rigorous Queensland Core Skills Test preparation program. Students, for whom this program is appropriate, will be required to participate diligently in all aspects of the program.
10. Failure to comply with the requirements of this policy will be considered a breach of the school’s code of behaviour. In addition, students whose behaviour amounts to refusal to participate in the education program may have their enrolment cancelled.

SENIOR SCHOOLING ATTENDANCE POLICY

When a student enrols in year 11 and Year 12 he/she agrees to attend all classes and associated activities, tutorials, structured work placements and assemblies. Attendance will be strictly monitored and recorded.

All students are responsible for providing explanations for their absences. Parents / caregivers can provide explanation for absences by:

- Telephone call or email to the Attendance Officer
- Letter or medical certificate handed in to home group teacher or student attendance officer
- Medical certificates are required for students in Year 11 or 12 where assessment is affected and the HOD /Teacher to be contacted directly – this is MANDATORY.

Approved Absences:
An approved absence is one involving illness and urgent family business, the circumstance of which must be clearly communicated to the appropriate Year Coordinator or Year Level Administrator (see College staff directory for names and contact numbers).

Unapproved Absences:
All other types of absence (including family holidays) are considered unapproved (as per Legislation – Education Act 2006 re compulsory schooling requirements) and can affect a student’s Youth Allowance Payment. Leaving at lunch time, or arriving after morning tea, unless for approved reasons, will be considered as ½ day unapproved. Part-time work, social arrangements, taking driving lessons etc, are not approved reasons for the absence.

Consequences of unapproved absences - all students:
On each day an unapproved absence is recorded a truancy call will be generated to the parent / guardian. When a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent must comply with their obligation in respect to compulsory schooling or compulsory participation by either:

- seeking an exemption from their obligation, or
- by negotiating with the principal to make an alteration to a student’s educational program; or
- by seeking to arrange a flexible arrangement for the student.

Consequences may include:
- Detentions (including after school detentions) maybe issued as a result of unexplained absences.

15 days or more unapproved absence in a semester - possible loss of accreditation for that semester. (Senior School)

20 days or more absence - approved or unapproved per semester - possible loss of accreditation for that semester unit - further absence will require upgraded documentation eg certified medical certificates. (Senior School)

Significant consecutive unapproved absences or a significant number of unapproved absences in a given time period may lead to cancellation of enrolment. (Post Compulsory Phase of Learning)

Individual Lesson Absences
- **Class teachers** keep records of student attendance and investigate student absence. Where the absence is found to be unapproved (eg truancy) the class teacher sets appropriate consequences. The class teacher may at times seek assistance from their relevant HOD. (In most cases, students who miss entire lessons or part thereof will be required to make up missed time. E.g a student who arrives at 9:30
will be required to make up 30 minutes). Catch-up time may occur in lunch times, after school or scheduled study times. Times will be determined by the class teacher, relevant HOD or College administrator.

- **The Subject Area Head of Department** will intervene when a student does not comply with the consequences set by the class teacher; or where a class teacher identifies that a student is persistently truanting that particular class. Parent / caregiver will be informed.

- **The Year Coordinator/Administrator** will follow up when a student is demonstrating a pattern of unapproved absences from a number of different subjects or where persistent unapproved absences from a particular subject have not been rectified. The year level administrator will assist where required.

- **Persistent absence may result in cancellation of enrolment at the discretion of the Principal – Secondary Campus and College Principal. (Post Compulsory Students only)**

**Additional Information:**
Students who are late to school, or leave early and do not follow correct procedure regarding signing in and out, will have a ½-day considered as an unapproved absence.

The school accepts no responsibility for adjusting Youth Allowance attendance returns for students who fail to follow the correct procedures for attendance.

**Students receiving Youth Allowance:**
Centrelink requests six days or more unapproved absence per term to be immediately reported to their office. Centrelink will recoup payments. Students on Youth Allowance should have a full understanding of the relevant guidelines provided by Centrelink.

**DIAC (Department of Immigration and Citizenship) requirements for international students:**
- DIAC requires 80% attendance at school for International students to remain eligible for study in Australia.
- Each term details of international student attendance are monitored for Education Queensland International and DIAC for action where appropriate.
- **All** absences due to illness for international students need to be covered by a medical certificate issued by an accredited medical practitioner.
- Warning letters will be issued to students at intervals of 95%, 90% and 85%.

**Late Arrivals to College:**
Students are to go directly to the office with a note explaining reason for lateness – the office admin will issue a late slip. **Students are not to go directly to class.** Students arriving during lesson time, will not be admitted to class unless an admin issued late slip can be presented. (Any missed class time will be expected to be made up by the class teacher and consequences for unexplained lateness will be given by administration.)

**Early Departures from College:**
All students are to report to the office with a note. Students will be issued with a ‘leaving slip’.

**Student identification while in attendance at the College or College functions:**
Our College’s safety strategy requires staff to be able to identify students in our College. Students are therefore obliged to carry with them their **ID card and official College timetable at all times**. If asked by any staff member or other authorised adult, students are required to produce these forms of identification.
CANCELLATION OF ENROLMENT POLICY

Kawana Waters State College strives to provide excellent pathways for all our students. We offer a broad curriculum, dedicated teachers and excellent resources to enable student success. However, unfortunately, there are times when despite our best efforts students refuse to engage in a course of study.

There are two ways that this generally occurs:

- Poor attendance and participation: This is seen in students whose attendance is consistently below the required 90% for all subjects and who refuse to take part in sporting carnivals or life-skills sessions and days
- Non-Submission of Assessment: This is seen in students who consistently do not complete the assessment requirement of the course of study. This includes all forms of assessment from exams to oral presentations
- It is an enrolment condition that at ALL times students must remain eligible for a QCE. If you are failing two or more subjects, you are effectively ineligible for a QCE. This is considered non-compliance and as such, you may have your enrolment cancelled.

If a student is consistently an attendance or submission concern the Principal – Secondary Campus has the right to cancel their enrolment either temporarily or permanently.

At Kawana Waters State College we would not cancel a student’s enrolment without having first tried a number of measures to rectify the problems. The process we will follow is outlined below:

1. In enrolment and assessment checks, the HOD /Deputy Principal notices a student who is not engaging in a course of study. This student is interviewed and warned of possible consequences if the situation does not improve. Parents/Guardians are also contacted by phone or letter to outline the nature of the warning.
2. If after an initial warning, the student continues to not engage in a course of study, then the Deputy Principal will ask Parents/ Guardians to come to the school for an interview. The Deputy Principal will issue a non-compliance letter and examine a range of measures such as a change of subject or counselling at this stage.
3. If the student does not comply and does not respond to counselling appropriately, then the Deputy Principal will issue the student with a final warning letter (Show cause letter) indicating that cancellation is imminent. This will be reviewed after two weeks.
4. If after two weeks the student has not begun engaging in the course of study, the Deputy Principal will recommend to the Principal – Secondary Campus to cancel the student’s enrolment. The student and parents/caregivers will be invited into the school to meet with the Principal and discuss Post school options.
   If the decision is made to cancel a student’s enrolment, the Principal will also provide official cancellation letters to the Parents/ Guardians and outline reasons for and type of cancellation and appeal processes.

NB. This is the Cancellation of Enrolment Process and Policy, and is not related to consistent inappropriate or dangerous behaviour. If a student is consistently disruptive or dangerous then the normal school Behaviour Management Policy will be adhered to and the student will be at risk of suspensions and ultimately exclusion.

- International Students need to refer to ISP policies and procedures regarding cancellation of enrolment.
REDE LESSONS

Students will have two scheduled access lessons every week (One lesson for non-OP students). These lessons are designed to fulfil many different responsibilities, including,

- QCS and QTAC preparation
- Industry Placement Induction
- Year level parades
- Study Skills
- Personal Development
- Guest Speakers
- Tutorials

These are compulsory lessons in the school week and a roll will be kept for all lessons. Students who consistently miss these lessons will be in danger of falling below the required 90% attendance requirement.

STUDENTS ON INDIVIDUALISED PROGRAMS OR ENROLLED IN ‘BEFORE’ AND/OR ‘AFTER’ SCHOOL CLASSES

All Senior students are on a five day timetable and as such will have classes scheduled across five days. Some senior students (Yrs 11 & 12) however, will be operating on a flexible timetable with some classes scheduled before or after the normal 8:50am -2:50pm day. As a result of flexible timetabling arrangements some students have timetabled ‘spares’ on their timetable.

All students with a ‘spare’ at the beginning or end of their school day are not expected to be at school during these times but are expected to ‘sign in’ and ‘sign out’ from school for attendance monitoring. Any student with a ‘spare’ during the day when there are still timetabled classes before and after, are NOT PERMITTED to leave the school grounds. All students on ‘spares’ are to sign in at the library.

All students enrolled at Kawana Waters State College fall under our Duty of Care for the times they are scheduled to be at school and as such we have a responsibility to ensure the safety and wellbeing of all students.

Students leaving school grounds without permission / authorisation are in breach of the College’s Responsible Behaviour Plan for students and as such will receive consequences.

Students on individualised programs who may have a study period (spare) during the normal College day, MAY NOT leave the College grounds. Students are to sign in to the library at the start of the scheduled lesson.

Individualised (flexible) timetables are a privilege that can be withdrawn. If students abuse the system they will have their flexitime withdrawn (including Cancellation of SBT/SBA and/or Trade Training Centre enrolment) and will be expected to be at school 8:50am-2:50pm on a ‘normal’ timetable. Abuse of the system includes missing classes, missing training or work placement, not signing into the resource centre during study spares, inappropriate behaviour during ‘spares’. 
EXAM BLOCK POLICY

Towards the end of each semester students participate in a formal examination block. Students only attend school if they have an exam or tutorial scheduled on a given day within the exam block. This is an opportunity for students to study at home in preparation for their exams. The exam block will also be used for tutorials, to run catch up classes and for students to complete any unfinished work and/or competency requirements.

Once again this is a privilege that is extended with the following guidelines in mind:
- It is expected that students will be engaged in home study at this time or be at school seeking the assistance of teachers or school resources.
- Students are not to arrange extra part-time employment for these times. Not only does this violate the idea of home study but also it will create difficulties if it becomes necessary to ask the student to be at school during this time.
- Punctuality to exam sessions is essential.
- If students are absent from exams due to illness, they must contact the school on the day as well as provide a medical certificate on return to school as evidence.
- Students must arrive at the exam block wearing the full and correct College uniform.

SENIOR SCHOOL ASSESSMENT POLICY

At this College, assessment is any written or practical work, or oral presentation which is part of your course of study and/or which counts towards assessment for the subject, and must be completed.

- All assessment is to be completed by all students.
- All assessment is to be handed in on time.
- All exams are to be completed on the set day.

Section 1 - Assessment Procedures
- Failure to complete assessment items in Senior may result in students having to show cause to the College Principal, as to why they should be given credit with that course/semester.
- In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.
- Assessment must demonstrate a student’s own work. Plagiarism will result in loss of credit for part or all of that assessment instrument.
- The onus is on the student to authenticate work by providing mandatory drafts and where required research/class notes. This documentation must be submitted by the due dates as outlined in criteria/task sheets. Failure to hand in a draft on its due date means that the student may be detained to complete the work.
- In most cases, time will be allocated in class for the completion of assessment. Teachers will assess the in-class component if the assessment item is not presented on time (e.g. class notes).

Section 2 - Handing in assessment
- A student who is not present for part of, or the entire day an assessment item is due, requires a medical certificate. When absent, students are to arrange for the delivery of the assessment item to the College office or directly to the teacher. Ensure an assessment receipt is collected by the person presenting the assessment item to verify submission.
- Students, who email work to class teachers, are required to use their school e-mail address and submit proof the email was sent. Hardcopies should also be supplied upon returning to school.
- Class teachers will require students to sign a class roll, to demonstrate proof the assessment was handed in.
Section 3 - Extensions for assessment
An extension may be granted by the Head of Department (HOD) prior to the due date. Please see the relevant HOD for the Assignment Extension Form. Extensions can be granted for the following reasons:
- Illness up to and including deadline. Senior students must produce a Medical Certificate to cover their absence. This must be presented to the College, as soon as possible. The Principal reserves the right to seek validation of medical documentation.
- Absences due to special circumstances. Where special family circumstances have occurred, a parent should contact the College and speak directly with Heads of Department, members of the Executive Team or Guidance Officer before or on the due date to gain approval for an extension.
- When an extension has not been granted the completed assessment item must still be submitted by the due date.

Section 4 - Grading late assessment
Judgments of student achievement in Authority or Authority-registered subjects are made by matching a body of evidence provided by students’ responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date. Standards are not awarded where there is no evidence.

Section 5 - Exam Conditions
Students will:
- arrive no later than 10 minutes prior to an exam’s commencement time
- be permitted to take only the implements stipulated by class teachers / HODS for the exam, into exam rooms
- enter exam rooms in an orderly fashion
- ensure no talking occurs, once they enter an exam room

Teachers will:
- ensure all students are aware of exam protocols prior to assessment dates
- ensure each student is seated in an orderly manner, at a reasonable distance from other students in the room
- contact parents of students who are not present for an exam
- inform Head Of Department (HOD) of those students not in attendance at scheduled exam sessions. The HOD will then inform Principal Senior Campus

Items not permitted to be with students in exam rooms at any time
- iPods/mp3s or any other electronic devices
- Mobile phones
- Food or drinks, other than water (in a clear container)

In the case of missed exams, with medical certificate provided, a mutually agreeable time will be negotiated between the HOD and the student for completion of the assessment item.

CONCLUSION
Failure to follow this Senior School Student Assessment Policy may result in a range of consequences.

The College Principal and Principal Senior Campus have the right to withhold a semester unit of credit when any of the substantive requirements of a course have not been met.
TRADE TRAINING CENTRE POLICY

Students who elect to do a Trade Training Centre (TTC) subject need to show great commitment to their studies. TTC subjects are treated like all school subjects and rolls will be marked and non-attendance can affect the 90% requirement.

TTC subjects will be studied on a full day as indicated by the TTC co-ordinator. Any student completing a TTC course will be expected to make up work in any classes they missed.

The school expects students to adhere to the school’s Responsible Behaviour Plan for students while at the TTC, whilst following TTC Workplace Health and Safety Requirements. Students will be expected to supply their own protective equipment if necessary and complete all the required theory components.

Students who are absent from TTC classes must contact both the TTC and school and inform them of their absence. Any student who is absent from TTC for three lessons without reason will receive a letter from TTC asking them to explain why their enrolment should not be cancelled.

WORK PLACEMENT POLICY

Students who select vocational subjects, eg Hospitality, Tourism, in Year 11 and 12 will be expected to take part in structured workplace learning in both years to ensure all competencies accredited with the program are met. Other students may elect to undertake voluntary work experience. Each industry placement complements training at school and can be completed either in a week block or negotiated day placement. Some placements will require negotiation to ensure all schooling commitments are met and do not interfere with assessments.

The school regards work placement as a privilege and students who fail to comply with the work placement policy will not be given further opportunities.

POLICY

- Students have input into the selection of their placement and every endeavour is made to meet individual requirements. However, the reality is that not every student gets the exact placement requested.
- Students are required to register for work placement within their industry. The cost involved for this process will be detailed on the registration form. These registration forms are handed out when the correct time for placement is nearing. These registration forms are required to be returned to school by the date indicated. Failure to return by this date will mean the student will either be required to then source their own placement, attend placement in their own time (school holidays) or miss out on completing the competency.
- Students who do not turn up to their work placement or behave in an inappropriate manner while on work placement not only do themselves a disservice but damage the reputation of the program and the school. These students will not be permitted to complete further industry placement that year and may also be required to write a letter of apology to the employer and/or face a suspension or other normal Behaviour Management consequences.
- Students who do not attend work experience will be required to attend normal timetabled classes - they are not permitted to take extended holidays.
**MOBILE PHONE / IPOD / MP3 USE**

You are permitted to bring your mobile phone/ipods onto College grounds. However, the use of mobile phones, pagers, portable CDs, Mp3/Ipod players, Personal Digital Assistants and similar electronic devices in class most often is disruptive to the learning environment of all students.

These devices MUST be turned off and out of sight during class, parades, assemblies and all other functions where you are being addressed by students, staff or visitors to the College. This includes SMS messages. **Students wishing to use these devices in special circumstances should negotiate arrangements with relevant College staff. The consequences of having these turned on in class is confiscation for the remainder of the day, they can be collected from the front office at 2.50pm.**

If students are found with their mobile phone on during a test, any marks for that assessment item will immediately be cancelled. The College will not accept any responsibility if the mobile phone / iPod / MP3 / PSP is lost or stolen. In-phone cameras or MP3/ipod players are not to be used for photographing or sending photos taken on College grounds.

**Action will be taken against any student who photographs, films or records other individuals without their consent or who send harassing or threatening messages.**

**LICENSED STUDENT USE OF PRIVATE VEHICLES POLICY**

Students may have obtained a driving licence and drive vehicles to and from school. The Principal has the authority under the Education (General Provisions) Act 2006 to make decisions about the student’s use of private transport when it impacts on the operations of the school and the learning of the students.

Any student who wishes to drive to or from school, or wishes to travel in a vehicle driven by another student to and from school must notify the school in the first instant of this arrangement and abide by the following procedures.

**PROCEDURES**

1. All students are to complete the **Student Driver Register** indicating parent/caregiver permission and **Student Driver Agreement**.
2. Show Drivers Licence.
3. All students’ cars are to be parked in the public car parking adjacent to the Aquatic Centre. Cars may **NOT** enter or park in the school grounds.
4. Keys are to be signed in to the office at the beginning of each day and only collected upon the completion of the school day.
5. Student drivers may access their cars only at the end of the school day, 2:50pm, or when they have been given permission to leave the school grounds e.g. appointment.
6. Student drivers wishing to transport another student to and from school must supply a letter giving permission for this arrangement from their parent/caregiver and also from the parent/caregiver of the passenger before this can occur.
7. Where this travel is a regular occurrence e.g. daily travel to and from school, a single note will be sufficient. Where the travel occurs occasionally, written permission will be required each time before travelling. The notes must indicate both the student driver and passenger/s names.
8. Students should notify the Principal of any changes to their licence status or vehicle details.
9. Students are **NOT** permitted to transport themselves or other students to sport, excursions etc.
10. Students should exercise responsible driving habits.

**CONSEQUENCES**

Students should be aware failure to adhere to the **Student Driver and Passenger Policy** will be subject to disciplinary action consistent with the College’s Responsible Behaviour Plan for Students and in some instances driving behaviours referred to the Police.

**INTERNATIONAL STUDENTS**

- Are not to drive a car while under contract with Education Queensland International, and
- Are not permitted to be passengers in cars where other licensed students are driving.
GUIDELINES FOR ATTENDANCE TO COLLEGE FORMAL & GRADUATION CEREMONIES

Both the Formal & Graduation are College functions we choose to run. The eligibility and conditions for participation in these functions are defined in the policies below. Attendance is not a right and any students who choose not to meet the basic standards outlined, may not be invited. Invitations to the Formal will be issued to eligible students at the completion of Term 3. It is not our intent to exclude people unnecessarily from these events, we hope these to be a true celebration of the success and completion of the students’ final year at our College.

GUIDELINES FOR ATTENDANCE TO COLLEGE FORMAL

1. **Attendance is by invitation:**
   This will be issued by the College Principal and/or Campus Principal to students and guests eligible to attend.

2. **Conditions for invitation:**
   Students must:
   - be in Year 12 at Kawana Waters State College
   - meet the function’s dress standard
   - be in good standing with the school ie:
     - completion of all course requirements
     - attendance: minimum for year of p5%
     - have fulfilled ALL financial commitments; and
   - Behaviour: as on semester report – maximum of 1 D. Students are not to have ongoing or significant behavioural infringements in Semester 2. Such infringements eg suspension, may make them ineligible to receive an invitation and to attend.

3. **Conditions for guests:**
   Student guests for dinner attendance [must have a pre-paid ticket to validate entrance] is limited to 2 guests; either ~ parents, carer or guardian

4. **Tickets will be issued in the names of invited guests.**

5. **The function is an official school function and school rules apply.**

6. **Individual student attendance will ultimately be at the discretion of the College Principal.**

GUIDELINES FOR ATTENDANCE TO COLLEGE GRADUATION

1. **Attendance is open to all exiting Year 12 students:**
   This will be issued by the College Principal and/or Campus Principal to students and guests eligible to attend.

2. **Attendance conditional on:**
   Students must:
   - be in Year 12 at Kawana Waters State College
   - wear correct College uniform as per current College Dress Code (if occurring on another night from formal)
   - be in good standing with the school ie:
     - completion of all course requirements; and
     - have fulfilled ALL financial commitments.

3. **Conditions for guests:**
   Student may invite immediate family members, carer/s or guardian/s

4. **Students will be issued with either a Graduating or Completion Certificate.**
   - To receive the award of Graduation Certificate a student will have achieved a ‘C’ or better in at least four (4) Year 12 subjects (ie. 6 units)
   - Other students will receive a Year 12 Completion Certificate.

5. **The function is an official school function and school rules apply**
**UNIFORM POLICY**

Our College community recognises that the image of our College is important in the Kawana Waters community, therefore the P&C Committee have endorsed Kawana Waters State College Dress Code. The Kawana Waters State College Dress Code is compulsory for all students when traveling to and from school, during school hours, and at school functions. Pride in personal presentation and pride in being a part of a team are important qualities that our Dress Code aims to develop. A College uniform helps students identify with the College and develop a sense of belonging. Therefore, our students are expected to wear the full uniform without any alterations or ‘fashionable’ additions.

### Shirt/blouse
- Students have the option of the KWSC short sleeve polo with the wave design or the more formal shirt. The KWSC formal shirt is made out of the College blue and white striped fabric. For boys, their shirt is the KWSC button-front and for girls the KWSC blouse worn with the tie.
- Shirts are to be of an appropriate size to ensure skirts/shorts are covered and midriffs are not showing.
- While representing the College on formal occasions, boys may be required to wear long pants and a tie (tie provided by the school) with their shirts tucked in. Students may also be asked to wear a blazer (which will be supplied by the College).

### Shorts/pants
- Students have the choice of wearing the KWSC Microfibre Shorts, KWSC Junior Coaster Shorts, or KWSC Senior Coaster Shorts. These are navy blue. These are not to be altered in any way.
- KWSC navy long pants can be ordered from the uniform shop. Track pants are not to be worn.
- Large belt buckles or multi-coloured belts are not to be worn.

### Dress
- The KWSC dress made from the College fabric with the tie.

### Skirts/ Skorts
- Girls have the choice of wearing the KWSC skirt or KWSC Skort. The skirt is to be worn at knee length or below the knee. Skirts are not to be altered. Midriffs should not be showing.

### Jumpers/ Jackets
- Students can choose to wear the KWSC knitted jumper or KWSC jacket. (Only Yr 12 students have the option of wearing the senior jacket/jersey.)
- Jumpers and jackets are to be of an appropriate size to ensure midriff/shirts/blouses are covered.

### Sports uniform
- All students in Years 8 and 9 and students in Years 10, 11 and 12 who take HPE classes are required to wear the KWSC sports uniform consisting of microfibre shorts/skort/mesh shorts and polo when playing sport and participating in HPE lessons.

### Footwear
- Socks must be plain white ankle length.
- Stockings can be worn in cooler months and must be navy or skin toned.
- All students from Years 5-12 will wear black, lace up school shoes and all students from Years Prep – 4 will wear black, lace up or velcro school shoes. Shoes must be leather or leather like, canvas is not acceptable. In accordance with the College safety policy the top part of the student’s foot must be covered. Boots are not acceptable.

### Hat
- **Secondary Campus** – A wide brim hat is encouraged for all outdoor activities in accordance with Sun Safety Policy. KWSC hat is on sale at the Uniform Shop. All HPE students must wear a hat whilst participating in class activities.
- **Primary Campus** – KWSC hat ONLY (wide brim blue). A strict NO HAT NO PLAY policy is enforced.

### School Bag
- Students are expected to have a suitable bag to carry all necessary books and equipment for each day’s lessons. Handbags are neither suitable nor acceptable.

### Swimming Costumes
- Swimming costumes must be appropriate for the sporting activity.
- Swimming costumes must meet Sun Smart regulations e.g. Rashies.
- Any T-shirts or singlets that are worn are not to be seen. “Hip bands” are not part of the uniform.
- **Appearance:** Extremes of hair style (e.g. mohawk) are NOT PERMITTED. Hair must not be brightly coloured or dyed in an unnatural colour. Hair must be kept neat and tidy. There are health and safety requirements in practical classes which require hair to be tied back or worn under hair-nets.
  - If boys choose to wear a beard, it must be kept short and neatly groomed.
  - Tattoos are not acceptable.
  - Whilst we know it is difficult to determine how much make-up is too much, we ask that girls be limited to light foundation. Coloured lipsticks, coloured fingernails and eyeliners are not permitted
- **Jewellery:** The wearing of jewellery is done under strict guidelines. Standard items – Watch, signet ring, [religious flat ring] necklace of religious/cultural significance on long chain to be worn inside shirt so it is safe and cannot be seen. Earrings: One (1) pair sleepers (less than 1.5cm in diameter) OR small studs (less than 3mm in diameter) are allowable for male and female, one sleeper or stud on each ear. These are to be worn at student’s own risk.
  - Under Workplace Health and Safety Guidelines all other visible body piercing is not permitted as they have proven to be unhygienic and dangerous in some instances (i.e. pierced body jewellery on the face is NOT permitted – no studs, rings or bars are to be worn on the eyes, ears, nose, tongue or lip area). Ear lobes with wide open holes are not safe/acceptable in the school environment

**NOTE:** Students should remember that wearing expensive jewellery to school is at their own risk & responsibility.