



**ALKIMOS**  
COLLEGE

# Parent Information Handbook



# 2024

**Our Motto - Aspire | Act | Achieve**

**Our Values - Learning | Excellence | Equity | Care**

**Our Vision - Creating resilient minds for a connected world**

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# Alkimos College

## Motto

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### Aspire

**We will** inspire our students and staff to unleash a passion for learning, to realise their aspirations.

**We will** build self-belief in their capacity to aim high, set goals and exceed their potential.

### Act

**We will** support our students and staff in making plans that are acted upon, to work towards their goals.

**We will** have high expectations and will challenge our college community to reach higher. Challenge and taking risks is sometimes accompanied by failure, which in itself is part of the learning process.

**We will** build resilient minds to overcome any adversity.

### Achieve

**We will** empower our students and staff to achieve their goals and celebrate success and achievement.

**We will** foster pride in the college community, through the opportunity to recognise and share in the success of others.

## Values

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### Learn

**We will** have a positive approach to learning and encourage it in others.

We believe that all members of the college community have the capacity to learn.

### Excellence

**We will** have high expectations of ourselves and others.

We set standards of excellence and strive to achieve them.

### Equity

**We will** ensure the best possible outcomes for all, striving to create workplaces and learning environments that are fair and inclusive. Personal and social circumstances are not obstacles to achieving educational potential.

### Care

**We will** treat all members of the college community with care.

Our relationships are based on trust, mutual respect and the acceptance of responsibility.

## Vision

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*“Creating resilient minds for a connected world”.*

# Important Dates & Times 2024

## Term Dates 2024

<b>Term 1</b>	Wednesday 31 January	Thursday 28 March
<b>Term 2</b>	Tuesday 16 April	Friday 28 June
<b>Term 3</b>	Tuesday 16 July	Friday 20 September
<b>Term 4</b>	Tuesday 8 October	Thursday 12 December

## Pupil Free Days

These are Professional Learning Days for Teachers - Students do not attend on these days

Term 2 – Monday 15 April
Term 3 – Monday 15 July
Term 4 – Monday 7 October

## Class Times: Monday to Friday

	Start	Finish
<b>Period 1</b>	8:40 am	9:44 am
<b>Period 2</b>	9:44 am	10:48 am
<b>Break 1</b>	10:48 am	11:13 am
<b>Period 3</b>	11:13 am	12:17 pm
<b>Period 4</b>	12:17 pm	1:21 pm
<b>Break 2</b>	1:21 pm	1:46 pm
<b>Period 5</b>	1:46 pm	2:50 pm

**Office Opening Hours: Monday to Friday - 8:15 am to 3:45 pm**



## Library Opening Hours

The Library is a state of the art facility with books, resources, research and reading areas. Students can access the Library during the opening hours below.

**Monday to Thursday  
8.15 am to 4:00 pm**

**Friday 8.15 am to 2.50 pm**



# Dress Code

## Uniform

Students will be required to wear the Alkimos College uniform, as per the Department of Education Policy on school dress code. The college Board has approved the uniform all students wear. The dress code:

- Fosters and enhances the public image of the college
- Assists in building school and team spirit
- Ensures students are safely dressed for specific classes and activities
- Encourages equity among the students
- Prepares students for employment, as many workplaces have dress and safety codes

**Enrolment at Alkimos College is a commitment to meet the dress code requirements.**

## Students Out of Uniform

Students that are not in college uniform will be required to report to Student Services **before** attending classes to get a Uniform Pass.

A Uniform Pass will only be issued with a valid reason from a parent. Students who do not have a valid Uniform Pass will be required to remove any non-college items, or get changed into and/or be provided with college uniform.

Students who continue to be out of uniform without a valid reason will lose their Good Standing.

## Uniform Shop

Students can purchase uniforms through **Uniform Concepts**.

Located: 1 Sarasota Pass, Clarkson, 6030 (near Ocean Keys Shopping Centre)

Opening Hours: Monday to Friday: 9:00 am to 5:00 pm (Thursday to 6:00 pm)

Saturday: 9:00 am to 1:00 pm

Email: [clarkson@uc.nellgray.com.au](mailto:clarkson@uc.nellgray.com.au)

Phone: 9270 4656

Website: [www.nellgray.com.au](http://www.nellgray.com.au)

Only items purchased through Uniform Concepts (and with the Alkimos logo) are regarded as college uniform.

Full dress code information is detailed on our website

[www.alkimoscollege.wa.edu.au](http://www.alkimoscollege.wa.edu.au)



# Attendance

## Morning Attendance

8:15 am	Students can access the college grounds.
8:35 am	A movement bell will sound to ensure all students are outside classes by 8:40 am <b>We recommend arriving at the college by 8:30 am.</b>
8:40 am	Period 1 starts. The teacher will register student attendance.

## Late to School

Students who arrive after 8:40 am (after Period 1 has started) will be required to sign in via Administration. Students signing in late will receive a late note to hand to their Period 1 teacher.

## Leaving Early

Students who need to leave early must do so through Student Services.

Parents/Carers are to contact Student Services **in advance** by email, SMS or the Compass App with details of date, leaving time and reason (i.e. Dentist appointment). This will then be recorded in Compass for the teacher to see and permit the student to leave class at the requested time.

Students will need to visit Student Services before they leave to be issued with a leave pass and then attend administration to wait to be collected. Parents/Carers to collect students and sign them out at Administration. Students cannot leave the grounds without being signed out. It is expected that where possible, any appointments are made outside of school hours.

**Please note**, students are **not permitted** to send text messages or phone parents during college hours for any reason, including to arrange to be picked up. This is in breach of the Mobile Phone Policy.

## Students Absent from School

Parents/carers are required to provide an explanation for all absences. Where possible, if a student will be away, a parent/carer should notify the college in advance by;

**Compass App:** Using the "Submit Absence Note" function (Blue dot at the bottom of the home screen with the plus sign)

**Email:** [Alkimos.Col.Absentees@education.wa.edu.au](mailto:Alkimos.Col.Absentees@education.wa.edu.au)

**SMS:** 0436 477 317

If a student is marked absent without notification from a parent, an automated SMS text message will be sent at 10:00 am and again at 2:15 pm. Please contact Student Services if you receive a text.

**All absences are to be explained within three days of the absence.**

## Holidays

Any holiday/vacation taken outside the Western Australian school term, without prior authorisation from the Principal, is deemed to be an unauthorised vacation, as per Department of Education and Alkimos College policies.

## Contact Details

**Email:** [alkimos.col.absentees@education.wa.edu.au](mailto:alkimos.col.absentees@education.wa.edu.au)

**Phone:** 9561 7300      **SMS:** 0436 477 317

# College Policies and Procedures

## Electronic Devices

Students are asked not to bring electronic devices such as mobile phones, MP3s, iPods and Smart Watches, as students will not be able to use them during college hours. The student has sole responsibility for the safe keeping of their electronic device. The college accepts no responsibility for any lost or damaged devices. Alkimos College is not a “Bring Your Own Device” school. Students will be provided with a range of devices for class work and activities

## Mobile Phone Policy

Mobile phones are to be “**Off and away all day**”.

<b>1<sup>st</sup> Offence</b>	The classroom teacher will confiscate the phone for the Period. If during break time, the duty teacher will confiscate the device.
<b>2<sup>nd</sup> Offence</b>	The device will be handed to Student Services; parents/carers will be notified. The student will be able to collect the device at the end of the day.
<b>3<sup>rd</sup> Offence</b>	The device will be passed to Student Services and where applicable, an Associate Principal. The student’s parents/carers will be notified and a time arranged for the item to be collected.

\*If a parent/carer needs to contact their child during the school day, they can do so through Administration or Student Services on 9561 7300.

## Bikes and Scooters

Bikes, scooters and E-Scooters must be locked up in the bike shelter behind Technologies (Building C). Late students who ride a bike or scooter to the college are to report to Student Services.

**Students cannot bring skateboards to the college.**

## Smartriders

Students will be issued a Smartrider card at the start of the year, as well as new students throughout the year. This can be used for public transport. Replacement cards for lost or damaged cards are \$5.00 and can be ordered through Bpoint or Administration.

## Forgotten Items

While we understand that students sometimes forget items such as lunch money, books, sports uniform etc, we discourage parents/carers from dropping these items off for students. Whilst this may be common practice in primary schools, at Alkimos College we are teaching our students organisation, responsibility and resilience and to understand the consequences of their actions. Also, as the college grows we will not have the resources to get the item to the student.



# Student Services

Student Services supports the social and emotional welfare of students.

The Student Services team comprises

Program Co-ordinators, Student Support Officers, Psychologist, Chaplain, Youth Workers, Year Coordinators, First Aid Officer and access to a Community Health Nurse.

**Student Services Coordinators** - support the social emotional needs, health and well-being of your children as they transition into high school and beyond. Being a teen can be difficult at times and Student Services will offer pastoral care to support all aspects of a student's school life, including academic, social/emotional issues and support for their family. Working alongside parents and the community to help develop young people who are resilient, successful and valued members of the community.

**Student Support Officers** - responsible for monitoring attendance (including late notes and early leave passes), uniform passes, ordering SmartRiders, receiving lost property, student triage, social issues and wellbeing and general enquiries.

**First Aid Officer** - responsible for coordinating with parents/carers to collect sick or injured students, first aid, maintaining student medical records and medical plans and supervising students with self-administration of prescribed medication.

**Youth Workers** - responsible for the coordination of Student Support Programs to increase student engagement (engagement programs, break time activities etc). The Youth Workers uses positive and proactive social-emotional intervention strategies which provide support for students, family members and staff and provides support and advice to teachers on strategies for supporting students and facilitates group work processes. Through engagement, they develop supportive links between the student, the family, the college and other appropriate agencies in the community and provides mentoring and support for students at educational risk and students with social-emotional concerns.

**Year Coordinators** - the role of our Year Coordinators is to be a visible and positive presence within the college and have positive interactions with students. They positively reinforce and reward expected behaviours and address and support low level minor behaviours. They support students with restorative conversations after social conflict as well as monitor, evaluate and support students with attendance concerns. Their role is also used to identify and refer Students At Educational Risk (SAER) to other Student Services staff.

**Positive Culture Coordinator** - The Positive Culture Coordinator, working with the Associate Principal who oversees Student Services, will focus on building a positive culture throughout the Alkimos College community. Key responsibilities include; working with the 2024 House Captains, overseeing structured break-time events and activities, organising guest speakers, Advanced Good Standing and reward incursions/excursions.

**Psychologist** - available 5 days a week and works in partnership with you and your child's teachers, to help across four key areas: behaviour, mental health and wellbeing, learning and engagement.

**Chaplain** - is available 5 days a week and provides pastoral care and supports the social and emotional wellbeing of students and particularly places great emphasis on the importance of building positive self-esteem, self worth and resiliency among the students they work with.



# Student Services



**Community Health Nurse** This is a free and confidential service that promotes healthy development and wellbeing for issues such as:

Students are encouraged and supported to talk to their parents or caregivers about health issues. Parents are also welcome to contact the Community Nurse for advice and/or support with parenting teens.

**If you have any concerns regarding your child, please contact Student Services on 9561 7300 or via email to [alkimos.col@education.wa.edu.au](mailto:alkimos.col@education.wa.edu.au)**

## Anti-Bullying Policy

Bullying is the use of deliberate force, threat, or pressure to hurt and harm someone else. This includes the use of social media.

Two factors need to be present:

- The behaviour is repeated and ongoing
- There is an imbalance of social or physical power between the bully/bullies and the person being bullied

Alkimos College will intervene quickly and effectively with any bullying concerns. If a student observes, or is aware of another student being bullied, do not just accept it. Tell a teacher – do not protect or side with the bully. Anyone encouraging bullying behaviours will also be reprimanded.

Conflicts are different to bullying. In a conflict, there is a belief by each side that the other one is, or will, act negatively against them. In this instance, Restorative Practices can be used to help and repair the relationship. These practices range from low level conversations to high level structured conferences, to resolve or de-escalate the conflict.

# Programs



## Anchor (Year 7, 8 & 9)

Anchor is a Health and Wellbeing Program timetabled for all students. Anchor teachers will explore social-emotional and engagement topics with students. Parents/carers can have a look at well-being activities located in the student diary, as well as log on to the Learning Curve website (details on page 18 of the student diary). The curriculum will cover areas such as resilience, regulating emotions, mindfulness, making responsible decisions, goal setting, coaching and leadership skills. Anchor will be formally reported each semester against the Health Learning Area outcomes.

## Alpha and Aspire

Alpha and Aspire are streamed classes for top achieving students within MESH (Maths, English, Science and Humanities and Social Sciences) subjects. Students in this academic extension program need to maintain high academic standards and positive college conduct to keep their place in the program.



# Department Endorsed Specialist Programs

## Gifted and Talented Program (GAT)

Alkimos College offers a Gifted and Talented Secondary Selective Program – Academic.

GAT Programs extend and accelerate learning and let creative talents flourish. Children with exceptional academic ability have the opportunity to engage in a learning environment in the MESH subject areas (Maths, English, Science, HASS) that is intellectually stimulating and rigorous.

The GAT Academic Program is only offered at 16 schools across the state and selection is highly sought after and competitive. Applicants are required to sit the Academic Selective Entrance Test in Year 6 to be considered for a place. The program at Alkimos College commenced with Year 7 in 2022 and is supported by a GAT Coordinator (Paris Noble).



## Specialised Autism Learning Program (SALP)

Alkimos College offers a Specialised Autism Learning Program (SALP) for students with Autism Spectrum Disorder, to support students with ASD to achieve their academic goals. The SALP is a Department of Education endorsed specialist educational program, evidence based reflecting academic research and is supported by the School of Special Educational Needs: Disability (SSEND).

SALP will focus on the achievement of positive academic, behavioural, social and emotional outcomes for each student to maximise independence and access to further education and successful employment.

A key feature of the SALP is the 'Homeroom', which is an accessible, comfortable, supportive and safe place for students to access learning opportunities – both structured and unstructured, during class and break times.

The program is supported by a SALP Coordinator (Mauveen Titlestad), specialist teachers and experienced Education Assistants, who work collaboratively throughout the college and community to promote learning for each student.



# After School Academies

After-school Academies operate on the college grounds Monday to Thursday from 3.00pm to 4.00 pm during weeks 2 to 9 of each term.

Students and parents use Compass! to choose and pay for the Academies they would like to participate in. Please note that there are limited numbers for each Academy. Some Academies require a \$10 payment per term.

Academies will operate dependent on staff availability and skill set, but also take into the consideration the interests of our student population. Examples of Academies offered are:

- Netball
- Basketball
- Muay Thai Martial Arts
- E-sports
- Rugby
- Badminton
- Soccer
- Drama
- AFL
- Rock Band
- Modcrosse
- Fitness
- Chess
- Arts
- Music
- Creative Writing
- Crafts
- STEM
- Volleyball
- Book Club
- Cricket
- Japanese
- Debating
- Student News



# Home Study Guide

Home-study can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Home-study can also be a means of furthering school-home relationships and can assist in keeping parents/carers informed about the student's learning program and progress. The college recognises that regular home-study is an integral part of the learning process.

The Alkimos College approach to home-study is consistent with the Department of Education Homework Guidelines and the Western Australian Curriculum and Assessment Outline (School Curriculum and Standards Authority).

## Purpose

- Promotes self-discipline and skills in time management, study habits and organisation
- Promotes independence and responsibility in learning
- Encourages resourcefulness and fosters perseverance
- Reinforces work covered at the college
- Allows for completion of class work

## Home-study guidelines

- Completion of class work
- Daily review of assigned work
- File/workbook organisation and review
- Reading
- Preparation for tests
- Preparation for the next day

## Recommendations

These are lower-school recommendations only; suggested as a minimum and at the discretion of the subject teacher.

Year 7:	1 hour per night	4-5 hours per week
Year 8:	1 hour per night	5-6 hours per week
Year 9:	1.5 hours per night	7-9 hours per week





# Cafe

Students can order and buy food and drinks through the *Alkimos Café*. They provide a variety of drinks, snacks and daily lunch specials. *Alkimos Café* provides a homemade, healthy and well-priced menu.

- Food is available for purchase at break times, but students are encouraged to pre-order their meals to avoid disappointment
- Students will not be allowed to drink (water bottle only accepted) and eat in classrooms
- Students will need to be organised with purchasing food and drinks so that they leave enough time to finish them before class starts

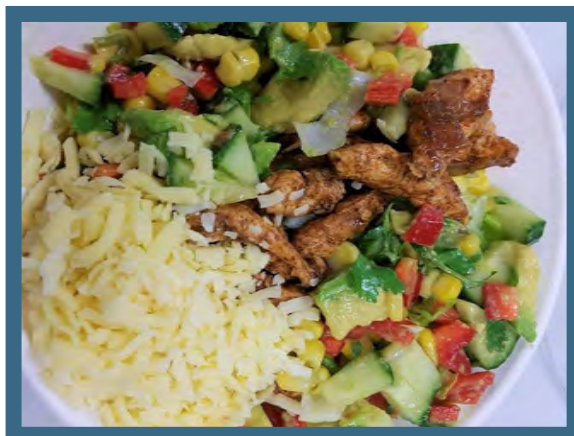
Parents/carers can pre-pay food orders using an online system called Quick-Cliq. Quick-Cliq is a cashless ordering systems connecting parents with schools directly, freeing up time and easing the morning rush. Sign up at [www.quickcliq.com.au](http://www.quickcliq.com.au)

The college will ensure the café service menu:

- Promotes a wide range of healthy foods
- Consists of a minimum of 60% **'green'** foods and drinks (food and drink that are good sources of nutrients, contain less saturated fat and/or sugar and/or salt)
- Consists of a maximum of 40% **'amber'** foods and drinks (food and drink that have some nutritional value, contain moderate labels of saturated fat and or added sugar and/or salt)
- Only offers savoury commercial products that are 'amber' foods a maximum of twice a week
- Contain no **'red'** foods or drinks (food and drink that lack adequate nutritional value, are high in saturated fat and/or added sugar and/or salt and can contribute to excess energy)

**Red food and drinks are banned from the college** - these include:

- High caffeine drinks (eg: energy drinks, coffee, iced coffee)
- Students are not to bring more than 500ml of high sugar drinks and/or excessive quantities of sugar products, such as lollies
- Chewing gum



# The Alkimos Approach

## STUDENTS

We respect the rights of others  
We behave in a positive manner  
We take responsibility for our learning  
We have a positive approach to learning  
We challenge ourselves to take risks  
We set goals and exceed our potential  
We celebrate success  
We always follow staff instructions  
We ensure mobile devices are off and away all day  
We are prepared for, and attend all classes on time  
We respect our college environment  
We take pride in representing the college and wearing the uniform

## STAFF

We build positive relationships with students, staff and the wider college community  
We model behaviour that is expected from students  
We model the college instructional framework  
We prepare engaging lessons that meet the needs of all students  
We consistently model professional conduct  
We reflect and engage in professional learning, to enhance our practice  
We promote creative and innovative thinking  
We arrive to class on time and greet students at the door  
We maintain accurate attendance and pastoral records  
We work in partnership with parents/carers, for the benefit of their child  
We have fun and celebrate success



# Good Standing

At Alkimos College we have clear behavioral guidelines and expectations based on a 'High Performance – High Care' culture. All students are expected to abide by this and the Good Standing Policy helps all students in exhibiting positive college conduct and adhering to the college motto of **Aspire, Act, Achieve**, as well as our college values of **learning, excellence, equity** and **care**.

All students start the year with Good Standing. It continues if they maintain the following requirements:

## **Satisfactory Academic Performance:**

- Completion of all requirements of learning programs
- Timely submission of all homework, assignments and coursework
- Working at a level which reflects the individual abilities

## **Satisfactory Attendance and Punctuality:**

- Regular school attendance (which the Department regards as above 90%)
- Attending all timetabled classes (unless signed in an alternate program/alternate area)
- Attending all classes on time

## **Satisfactory Behaviour**

- Student behaviour is within the guidelines of the college Motto, Values, Vision and the *Alkimos Approach*. (Please note, students who are suspended will automatically lose Good Standing)

## **Acceptable Dress Standards:**

- Students are expected to meet the college Dress Code

Students who lose their Good Standing will have privileges removed, including exclusion from extra-curricular activities (such as incursions/excursions and Academies). This will involve a discussion with a parent/carer to highlight the issues that led to the loss of Good Standing.

If a student loses Good Standing, the student will be on a probationary period where staff will support the student to re-establish consistency in positive behavior and engagement. This also aims to help the student take responsibility for their actions and encourages behaviour to help a student succeed when they access further education, training or employment.

If the student can maintain expected college conduct during the probationary period, the student will be re-instated Good Standing.

## **Advanced Good Standing**

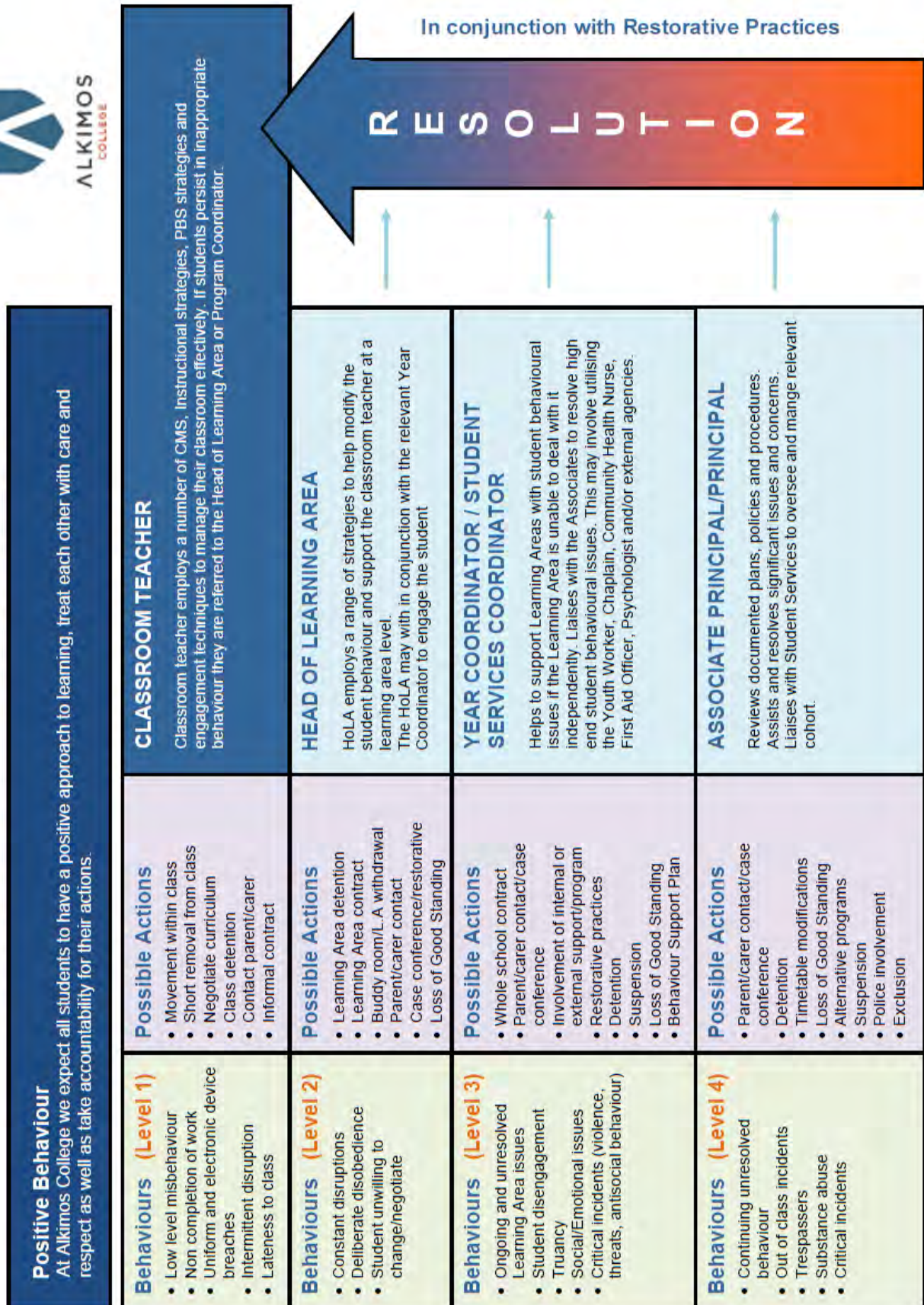
Students who continually demonstrate the Alkimos Approach may be nominated for **Advanced Good Standing**. These students will be invited to participate in incursions/excursions as applicable.



# Behaviour Support



## BEHAVIOUR SUPPORT FLOW CHART



# Houses

Students at the college are allocated a House based on their surname. The Houses are named after famous Greek philosophers. Throughout the year, there will be activities and opportunities for students to represent their respective Houses. This includes sporting and academic pursuits.

Students are given one of four coloured 'Bufs' to distinguish which House they are in, which they can wear every day to the college. To enhance wellbeing and the college's reputation for excellence, students who display the Alkimos Approach within academic, social, as well as extra-curricular achievements, will be rewarded and recognised.

**Socrates (Surnames A-D)**  
*Nothing is to be preferred before justice*

**Plato (Surnames E-K)**  
*Courage is knowing what not to fear*

**Democritus (Surnames L-R)**  
*No treasure can outweigh the pursuit of knowledge*

**Aristotle (Surnames S-Z)**  
*Excellence is not an act but a habit*

## Houses Captains

At Alkimos College we value leadership development. As part of this, each House is represented by student House Captains. They are a "student voice" in college decision-making processes, exemplify the Alkimos Approach and hold extra responsibilities, not only within their Houses, but also within the wider college community.

The roles and responsibilities of elected House Captains include:

- Representing their House at Meetings
- Public speaking at assemblies and House events
- Organisation and assistance with designated college activities
- Organisation and assistance at House events
- Representing Alkimos College at community events as applicable
- Role model the Alkimos Approach

## Houses Point System

To enhance wellbeing and the college's reputation for excellence, students who display the Alkimos Approach within academic, social, as well as extra-curricular achievements will be rewarded and recognised. Students will be able to accumulate points for their respective Houses and a running tally will be displayed and updated throughout the year.



# Parent Communication



We encourage parents to download the app or login to the desktop browser. As we progress use of the modules within this system you will be able to (via the Parent Portal and the Compass App):

- Send an attendance note for your child
- Email your child's teachers
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Approve and pay for upcoming Incursions, Excursions, Academies and Reward Activities
- Complete your child's course information
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

## Accessing Compass

Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for iOS or Android. Please use the link below to access your Parent Portal:

<https://alkimoscollege-wa.compass.education>

Staff will use Compass to mark attendance and log pastoral notes. Some of these notes will be sent to parents/carers via email so that they can be kept informed of the behavioural and academic progress of their child.

<https://www.compass.education/guide>



Connect is a Department of Education online platform. The college will provide you with a Username and Password. However, Alkimos College will be moving away from using Connect as we transition more to Compass.

## Contact Us

Telephone: 9561 7300

Email: [alkimos.col@education.wa.edu.au](mailto:alkimos.col@education.wa.edu.au)

## Visit Us

101 Santorini Promenade, ALKIMOS WA 6038

Office Hours: 8:15 am to 3:45 pm

[www.alkimoscollege.wa.edu.au](http://www.alkimoscollege.wa.edu.au)





**Principal: Nancy McNally**

101 Santorini Promenade, Alkimos 6038  
Telephone: 9561 7300  
Email: [alkimos.col@education.wa.edu.au](mailto:alkimos.col@education.wa.edu.au)  
[www.alkimoscollege.wa.edu.au](http://www.alkimoscollege.wa.edu.au)