



king's trade training centre

STUDENT HANDBOOK

2020

2020 KTTC Term Dates

Term	First Day	Last Day
1 10 wks	Year 10 & 11 Tuesday, 28 January Year 12 Wednesday, 29 January	Thursday, 2 April
	Monday, 27 January — Australia Day Friday, 6 March — Student Free Day Friday, 3 April — Student Free Day	
Term break: Friday, 2 April – Monday, 20 April Easter: 10-13 April		
2	Tuesday, 21 April	Thursday, 18 June
8 wks	Monday, 20 April – Student Free Day Monday, 4 May — Labour Day Friday, 19 June – Student Free Day	
Term break: Friday, 19 June – Monday, 13 July		
3	Tuesday, 14 July	Thursday, 17 September
10 wks	Monday, 13 July – Student Free Day Friday, 21 August – Student Free Day Friday, 28 August — GC Show Holiday Friday, 4 September – Student Free Day Friday, 18 September – Student Free Day	
Term break: Friday, 18 September – Monday, 5 October		
4	Tuesday, 6 October	Year 12
8 wks	Monday, 5 October – Queen’s Birthday Holiday Monday, 19 October – Student Free Day	Friday, 20 November
		Year 10 & 11
		Friday, 27 November

KTTC hours are: 8.45am – 3.15pm for class days

STUDENT CONDUCT EXPECTATIONS

King's Trade Training Centre (KTTC) encourages co-operative behaviour with a common concern for the well-being of all. As part of King's Christian College, KTTC promotes Christian values. Students are expected to exhibit good manners, respect for others, self and property.

Students are required to display appropriate behaviour that supports the KTTC values of TRADE (Teamwork, Respect, Attitude, Dependable and Excellence). We impart this foundation to prepare students for the work environment.

Be a Team Player ...

- A supportive environment enhances work ethic and increases productivity and creativity.
- Ask the questions 'How can I help?' or 'How can we work together to achieve a common goal?'
- Respect the rights of others. There is never one rule for you and one rule for others. If you expect your colleagues and peers to respect you, be sure to obey the rules.
- Speak appropriately at all times. This applies to your educators, colleagues, employers and clients alike.
- Show enthusiasm in the classroom and the workplace. This develops a healthy and productive work environment.
- If it does not belong to you, do not use it or take it without asking.
- Bullying destroys team morale and is not tolerated.
- Kindness is always encouraged.

Be Responsible ...

- Catch up with class work, homework and assignments missed while absent from school.
- Monitor your own progress and put in extra time where needed.
- If you do not understand, ask.
- Your uniforms, tools and resources are your property. Bring them to class, treat them with care and do not lose them. Replacement of lost items will be at your expense.
- Obey the rules set out by your educators. They prioritise safe work practice for yourself, your colleagues, your employers and your clients.
- Take care of KTTC property and resources. The act of graffiti will not be tolerated.
- Put litter in the appropriate bins. Do not assume that someone else will clean up after you.

Beware of your Attitude ...

- Your experience is not always the same as someone else's. We each have a unique perspective. Learn to appreciate this and use it in a positive way.
- A simple, open and friendly attitude helps to improve the work environment, breaks down barriers and opens doors of opportunity.
- Understand the importance and value of what other people have to say. Do not interrupt your educator, colleagues, employers or clients.
- Be aware of classroom and workplace etiquette. If the educator, for example, is talking to a visitor or speaking one-on-one to another student, continue with your work. This is not an invitation to start up private conversations. It does not promote a good work ethic and will not be tolerated.
- Be service-orientated. Your trade is a service industry.
- Go the extra mile. It will take you much further.

Be Dependable ...

- Punctuality shows dependability and builds trust. If you are late, see your educator first (or employer) before proceeding with your planned activities.
- Do the things that you are asked to do, when you are asked to do them. Procrastination shows a lack of dependability.
- Be confidential. Confidentiality is not a secret. Confidentiality is information meant for authorised recipients only and if shared could undermine the purpose for which it was meant. A secret is information that you should not have and would damage your reputation if discovered.
- Speak positively to your educators, colleagues, clients and employers. This promotes confidence.

Be Exceptional (in pursuit of Excellence) ...

- Greet your colleagues, educators, visitors, employers and clients pleasantly.
- Allow educators, visitors, employers and clients to enter a room before you. This rule has an exception. Boys ... allow ladies or girls to enter or exit the room before you. It is part of getting set for your future.
- Behave appropriately. Excellence is not formed by offensive behaviour. The use of bad language, alcohol, gambling, smoking, stealing, graffiti, vandalism, bullying or causing harm or injury to others, will not be tolerated.

Be Work Ready – Obey the Rules

- Do not chew gum or bring it to school.
- Breaking civil law may result in offenders being required to leave the KTTC.
- Only trade magazines are to be brought to KTTC.
- Skateboards, electronic devices and the like are not to be brought into KTTC classes. They will be confiscated if seen.
- KTTC has a "No Touch" policy in relation to student relationships. For example, students are not to hold hands, hug or kiss.
- KTTC expects that students will recognise that there are legal responsibilities involved in their attendance at the College. Except in the case of illness, a student must be in attendance on all days for which they are timetabled, unless prior arrangements have been made with the Director of Educational Services, KTTC.
- KTTC or Careers Australia must be notified by parents early on any day students are not attending classes by phone or email.
- The KTTC uniform will be worn at all times apart from when protective clothing is required. See the KTTC Uniform Code for more detail.

TECHNOLOGY AND MEDIA DECLARATION

King's Trade Training Centre is an initiative of King's Christian College. This declaration is made within the context of King's Christian College's Policies and Conduct Code and is designed to help students to become safe and confident users of technology and media. As part of a student's responsibilities in monitoring his/her learning experiences, members of staff have the right to check any device for the content and processes which a student uses or possesses.

While using technology or media at King's – or technology or media which in any way identifies King's or people or matters associated with King's – students must take responsibility for ensuring a culture of:

- A Respect for the College
- B Respect for others
- C Respect for themselves
- D Respect for property
- E Respect for legal requirements

A Respect for the College

1. I acknowledge that by attending King's Christian College, I am an ambassador of the College and its values. Therefore, I need to ensure that at all times my conduct enhances the reputation of the College.

B Respect for Others

2. I will respect the privacy of other users.
3. I will be polite and considerate in requesting help from staff.
4. I will never possess, post, send – or encourage others to possess, post or send – abusive, dishonest or otherwise unacceptable or inappropriate messages or images or other media.
5. I will not unlawfully copy another's work.
6. I will not use the work of another without acknowledging it (eg bibliography or footnoting).
7. I will not redistribute work without acknowledging it.
8. I will be considerate of others in the manner and time I spend using school equipment.
9. I will not reveal others' personal details (eg age), home addresses or personal phone numbers when I am communicating on the internet.
10. I will notify a staff member immediately if I find materials or users that are likely to upset or to cause harm to others.

C Respect for Myself

11. I will take responsibility for my use of the internet and other media and be accountable for any breach of Policy or Conduct Code.
12. I will not deliberately access areas of the internet or other media that are inappropriate.
13. I will not reveal my password to another person unless instructed to do so by a staff member.
14. I will not reveal my home address or personal phone number or other personal details when I am communicating on the internet.
15. I will make a conscious decision to seek advice from parents/guardians before revealing personal information or visual images of myself.
16. I will prepare a search strategy before I begin my research.
17. I will take care to analyse and evaluate information from the internet.
18. I will take the responsibility regularly to back-up my computer data on an external hard-drive.
19. I will ensure that I follow correct file management techniques as stipulated by teachers.

D Respect for Property

- 20. I will not waste or damage my own or others' or the School's resources or equipment.
- 21. I will always care properly for my laptop and any other electronic devices available to me through King's.

E Legal Requirements

- 22. I will respect copyright law and not obtain or download illegal items (eg: use Limewire).
- 23. I will not copy any software from the school's ICT network or system.
- 24. I understand that all College technology equipment will come with preinstalled and approved software. I will always adhere to licensing and copying agreements.
- 25. I will never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Uniform Purchases

Uniforms can be purchased from the Uniform Shop. Their hours are:

Monday / Tuesday / Friday: 8.00-11.00am
Wednesday & Thursday: 1.00-4.00pm

Phone: 5587 7670

Payments can be made over the phone for students to collect items.

Polo	\$59.00
Shorts	\$52.00
Jacket	\$105.00
Trackpants	\$58.00

Prices subject to change without notice.

Shoes: no colour requirement for shoes but they must be proper runners with good arch support (i.e. not Converse or skate shoes)

Bags: no specific requirements for bags

Hats: optional but need to be mainly black or navy



Senior Jerseys 2018

As an indication of price the Senior Jersey cost for 2018 was \$70.



Student Dress Code

Students are expected to wear the correct school uniform as listed on the previous page on class days. On trade training days either the supplied uniform or recommended safety wear is to be worn. The following code for non-uniform days (including school camps) applies.

Students are required to wear clothing that will enable them to move freely and participate in training activities. However, we require students to wear appropriately modest clothes.

The following is acceptable:

- T-Shirt or tops with sleeves
- Dresses with sleeves
- Mid-length shorts
- Mid-length skirts
- Jeans or long pants
- Covered shoes – for practical classes
- Low heel sandals
- Proper sport shoes – predominantly white or black
- Hair tied back for practical classes
- One piece swimmers – no 2 piece/bikinis
- Caps worn correctly

Students MUST NOT wear:

- Clothing with inappropriate slogans or pictures
- Singlets
- Dresses or tops with thin straps or low necklines
- Short shorts or mini skirts
- See-through or tight-fitting clothing
- Outfits which expose the mid-riff or underwear
- Thongs
- Inappropriate shoes
- Make-up and excessive jewellery
- Body piercings (girls are permitted one matching earring per ear lobe only)
- Caps worn incorrectly
- Extreme fad hairstyles
- Unnatural hair colour

Failure to comply will result in the student being required to wear clothing provided by the college or the student being sent home.

Note: Students must be clean-shaven

Please sign and detach the following two pages and hand them in with Enrolment paperwork

Internet & Promotional Material Release

King's Trade Training Centre (KTTC), as part of King's Christian College, aims to promote the achievements of students & staff in association with the operations of KTTC and the range of educational experiences on offer. Therefore, it may be desirable at times to publish photos, names or testimonials of students on either the King's Trade Training Centre or the King's Christian College websites and in association with various promotional materials and/or in publishing media such as newspapers.

The conditions under which KTTC will publish any materials are outlined below:

KTTC will undertake to ensure the following conditions are met:

- *Student photos of a portrait nature will not be used on web sites. However photos taken showing students engaged in class or participating in college activities may be included.*
- *Photos will not be associated with full names and personal or enrolment details.*
- *First names only of students will appear in relation to articles or work samples.*
- *Copyright of any materials shall remain with the individual students. Signing a release form is necessary so that permission is given to the College to publish such material.*
- *No materials will be used for commercial gain and will be for project, education and promotional purposes only.*
- *No payment or royalties can be expected from the use of any items on the website, in College promotional materials or in other forms of published media.*

To grant permission for photos, testimonials or first names to appear, and to confirm the release of such material, a student, and/or parental/guardian (if student is under 18 years of age) consent is required as per below.

Approval is hereby given for the King's Trade Training Centre to release for publication photos, personal information or materials strictly under the conditions outlined above.

Student's Full Name: _____

Parent/Guardian's Signature: _____

Student's DOB: ____/____/____

Today's Date: ____/____/____

Alternatively:

I do not agree to the publication of photos, personal information or materials.

Student's Full Name: _____

Parent/Guardian's Signature: _____

Student's DOB: ____/____/____

Today's Date: ____/____/____

STUDENT DECLARATION

I, _____, have read, understood, and agree to abide by the:

- Student Conduct Expectations
- Technology & Media Declaration
- Student Dress Code

whilst I am enrolled at King's Trade Training College.

Signed: _____

Dated: ____/____/____

Parent signature: _____