



HALLS HEAD

COLLEGE

SCHOOL INFORMATION HANDBOOK

Independent Public School

Halls Head College

Through our motto of 'Learning for Life' we aim to provide an environment that values cultural differences, promotes a love of learning and empowers students to make a positive contribution to our world.

In order to improve outcomes for our students we will focus on

- Inspiring innovative learning
 - Enabling students for life
 - Living our values
- Creating community connections



2015

Welcome

Welcome to Halls Head College.

We are a comprehensive year 7 – 12 school that provides a wide range of exciting opportunities for our students.

In 2014 we commenced a \$40 Million dollar building programme to cater for increased enrolment demands.

Our facilities include:

- Performing Arts complex which caters for drama, dance and music.
- General Teaching Areas.
- Specialist buildings for media, food technology, design and technology, visual arts, science and information technology
- A lecture theatre
- Library resource centre
- Community use gymnasium and
- Modern café style canteen and undercover area.

We value the contribution of primary networks and endeavour to work closely with our contributory primary schools to support all students to make a successful transition to secondary schooling.

Parents are important to Halls Head College and we encourage you to participate in the many opportunities we offer to report on student progress. Parents can also become active members of our P& C and fulfil important roles in the decision making processes in our school.

Our teachers are committed to ensuring that all students receive the best learning opportunities as they strive to reach their potential.

Graham Butler
Principal

Key Contacts in 2015

ADMINISTRATION	9535 5195
Principal:	Graham Butler
Deputy Principal:	Jacquie Abbiss (Yr 9/10)
Deputy Principal:	Bronwyn White (Yr 11/12)
Deputy Principal:	Peter Hurlle (Yr 7/8)
Business Manager:	Margaret South

LEARNING AREA CONSULTANTS

English	Mark Crook	9581 0620
Maths	Jillian Burgess	9581 0631
HASS	Bev Baldwin	9581 0621
Science	Peter Rye	9581 0627
HPE	Mike Gray	9581 0636
The Arts	David McLeish	9581 0622
Design & Technology	Paul Fieldwick	9581 0628
LOTE	Yosuke Ueda	9581 0622

STUDENT SERVICES COORDINATORS 9535 5195

Years 7, 8	Sharyn Wren
Years 9, 10	Ron Doorn
Years 11, 12	Christine Andrews

SUPPORT STAFF 9535 5195

Learning Support Coordinator	Karen Walker
School Nurse	Donna Stokeld
School Psychologist	Christine Coleman
Youth Officer	Tracey Sturman
Chaplain	Charlotte Gough
Aboriginal & Islander Education Officer (AIEO)	Joanne Bell

Assemblies

Whole school assemblies are conducted in the school gymnasium at the end of each term. Year assemblies are also conducted on a regular basis.

Assembly dates are published in our Calendar of Events and reminders appear in our regular e-Newsletter.

Assemblies are organised by the Student Services Coordinators and the Student Leaders. They are run by the councillors with the main purpose of acknowledging the achievements of our students.

Assemblies are positive events that highlight the excellent work being done by all members of our school community.

Parents of students receiving awards at our major assemblies will receive a personal invitation to attend, however all parents and community members are welcome and encouraged to attend.

Attendance

There is clear evidence that links high performance at school to high attendance. Students who miss 5 days a term miss out on 10% of their learning opportunities making it difficult for them to perform as well as students of similar ability.

In order to support parents to manage their student's attendance we have in place procedures to monitor attendance and address issues when they arise. These include:

- **Provide a note for absence** - Parents or caregivers must provide the school with an acceptable reason for any absence from school. This can be done with a note in the student diary, phone call, email, reply text to our SMS system or in person. Students with less than 90% attendance in a term will be highlighted.
- **Leaving school during the day** - Students must have permission to leave school during the day. The "*SIGN OUT BOOK*" is located at the student's reception desk in the front office. The book must be signed before leaving the school. Parents must supply an acceptable reason, by note, phone or in person. Students will be issued with a "*Leave Pass for Partial Absence from School*" when they sign out.
- **Students arriving late** – Late arrivals must report to Student Services for a "*Late Note*". Failure to do this means the student will be marked absent for the whole day. Parents must supply an acceptable reason for the lateness, either by note, phone or in person or SMS.
- **Leaving school grounds during the day** –Students are not permitted to leave school grounds at any time after arrival in the morning. This includes leaving the school to go to either of the shops located close to the school or during the lunch and recess breaks.

Times of the Day

The table below shows the start and finish times of the school day and each of the periods during the day. Please note that Friday's timetable is different to that of the rest of the week

Students should not be on the school site before 8:00 am.

2015 Period Structure

Monday, Tuesday, Wednesday & Thursday			
	<i>2 minute Bell</i>	8.28	
Period 1		8.30	9.35
Period 2		9.35	10.40
Recess 1		10.40	11.05
	<i>2-minute Bell</i>	11.03	
Period 3		11.05	12.10
Period 4		12.10	1.15
Recess 2		1.15	1.40
	<i>2-minute Bell</i>	1.38	
Period 5		1.40	2.45

Friday – Late start for Students			
	Teachers Only	7.55	9.00
	<i>2-minute Bell</i>	8.58	
Period 1	Students Start	9.00	10.05
Period 2		10.05	11.10
Recess 1	30 mins.	11.10	11.45
	<i>5 minute bell</i>	11.40	
Period 3		11.45	12.50
Recess 2	30 mins	12.50	1.20
	<i>5 minute bell</i>	1.20	
Period 5		1.25	2.30

Term Dates for 2015

- Term 1 Monday 2 February - Thursday 2 April
- Term 2 Monday 20 April - Friday 3 July
- Term 3 Monday 20 July - Friday 25 September
- Term 4 Monday 12 October – Thursday 17 December

There are 4 school development (pupil free) days yet to be scheduled

➤ **Calendar of Events**

In **week one of each term** students will receive a calendar that outlines the events for the Term. These events include assemblies, parent evenings and socials.

Bicycles/Skateboards/Scooters

Students with bicycles will need to enter through the gate off Honeysuckle before 8:30am after which that gate will be closed. An enclosed bike rack is provided for student bicycles on the western side of the gymnasium. All bikes must be stored in this area. The bike racks are **locked 15 minutes after the start of** each day and opened for the end of the day. Students will need to gain permission from the front office to access their bike during the day.

Students must ensure that bikes are secured to the metal frames provided and no loose items are to be left on the bike. **The school cannot accept responsibility for lost or damaged bikes.**

Skateboards and **scooters** are banned from being brought into school.

Buses

Transperth provides a bus service for students who live within our catchment area, as far south as Tims Thicket Road.

Mandurah Bus Charters provide an 'orange' contract bus service for students who live south of Tims Thicket Road.

Further information can be found on the website www.schoolbuses.wa.gov.au

General queries regarding bus services should be directed to the Department of Transport.

Infoline: 13 62 13

For lost property: 9326 2660

Comments, suggestions and complaints: 13 16 08

Contributions and Charges

In accordance with the *School Education Act 1999*, the maximum contribution to be sought in relation to a child in Years 7, 8, 9 and 10 is limited to \$235 in 2015.

This contribution covers learning area charges, text hire fee, photocopying and consumables.

Holders of current Pensioner Concession Cards/Family Health Care Card/Veteran's Affairs Pensioner Concession Cards are eligible to claim assistance of \$235 towards contributions and charges paid directly to the school. A further \$115 Clothing Allowance is paid directly to the eligible parent/guardian.

We encourage parents to pay the contributions so that we can provide the highest standard of service to our students.

Some Year 7, 8, 9 and 10 subjects will incur extra charges for high cost options like woodwork, cooking, outdoor education etc.

These courses will require a 50% payment to secure a place in the course. This payment must be made by the end of February 2015.

All Year 11 and 12 student course charges are compulsory charges and will require a 50% payment by the end of February 2015.

Payment plans will be made available for payments to be made via internet banking or credit card.

PAYMENT OF VOLUNTARY CONTRIBUTIONS AND CHARGES

The school office will be open at the times listed below for payment of Voluntary Contributions and Charges and claims for Education Programme Allowance.

Thursday 29 and Friday 30 January 2015 from 9.00am to 3.00pm. Then daily from 2 February 2015 – 9.00am to 3.00pm

Cars - Student Set-down and Pick-up

There will be considerable traffic around our school site, before and after school.

We ask that **ALL** vehicles use the **City of Mandurah Car Park** (access from Fuchsia Court, next to the hockey stadium) for the drop off and pick up of students.

There is a limited drop off and pick up area in the front of the school, however this gets very congested and this is not our recommended option.

There are a limited number of visitor parking available in the school carpark.

Camps and Excursions

Camps and excursions are an important part of the educational experiences of our students. In most cases the camp or excursion will be an integral part of the learning program.

Parental permission is required for **all** camps and excursions. Payment must be made before student can attend.

When attending camps or excursions, students are expected to abide by the school rules and wear school dress, where appropriate.

Canteen

The P&C runs our canteen and the Canteen Manager has responsibility for the day-to-day operation of the canteen.

All orders should be placed before the start of the school day but will be accepted up until recess. No orders accepted after morning recess.

The canteen adheres to the State Government guidelines for school canteens. It provides good quality meals at a reasonable cost.

The success of our canteen is largely dependent upon the number of volunteers we can call upon to help, so if you are able to support us, please contact the canteen through the school's Front Desk, 9535 5195.

Communication

We are very keen to keep our community informed about everything that is happening at our school.

We hope to achieve this by encouraging parents to:-

- Speak to Teachers, Student Services Coordinators, Learning Area Consultants, Deputy Principals or Principal by contacting the school on 9535 5195.
- Email the school at hallshead.cc@education.wa.edu.au
- Visit our facebook site: <https://www.facebook.com/hallsheadcommunitycollege>
- View our website at <http://www.hallsheadcc.wa.edu.au/>
- Read our regular **e-Newsletters**. They are produced in weeks 3 and 8 of each term.
- Attend our **School Assemblies** and witness first hand the terrific achievements made by our students.
- Attend the **P&C Meetings**. Ask questions and make suggestions that may make Halls Head College a better place for all of us. Your input is highly valued.
- Make contact with teachers and **come in and see** what is going on.

Keeping the school informed of your **latest address, email address and phone number** will assist us in keeping in contact with you.

Curriculum

All students at Halls Head College have the opportunity to demonstrate outcomes in all eight Learning Areas reflecting the Australian Curriculum and Curriculum and Assessment Outline for WA.

These Learning Areas are:-

- Arts (*includes Music, Dance, Drama, Photography, Visual Arts, Media Studies*)
- English
- Health & Physical Education
- Language Other Than English (*Japanese*)
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technology & Enterprise (*includes Food Technology, Textiles, Design & Technology, Information Technology*)

Year 7 and 8 students experience a fixed 'taster course' in which they cycle through various contexts of the eight learning areas.

This enables **all** students to make **informed decisions** about:

- what areas they enjoy,
- what areas they are good at; and
- what they would like to do more of in later years.

Years 9 and 10 students will have the opportunity for more specialisation – particularly in the areas of Arts, Technology & Enterprise, Japanese and Physical Education. They can build on the varying experiences they had in Year 7 and 8.

Cyber Safety

Use of Technology

The provision of Information and Communication Technology (ICT) at Halls Head College provides students with access to email, the internet and other digital equipment. The availability of such resources encourages students to develop to their skills and potential in a safe and supportive environment. The use of Halls Head College (HHC) network and resources is of significant educational value but students must use the technology respectfully and ethically. The use and access to ICT at HHC is a privilege and as such a **Technology Users' agreement** will need to be signed by all the students. Failure to adhere to HHC Users' agreement and Policy will result in the restriction of access to network facilities within the college.

Mobile Technology Devices – personally owned Devices

Mobile Devices – eg phones, Ipods, tablets, laptops, USB's, Dongles etc.

The College recognises the use of mobile devices for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in this learning experience not simply a participant. Students must use these devices respectfully, ethically and in keeping with each teachers' expectation and the college guidelines. The College also recognises that education is in a transition phase and that while individually owned devices are encouraged the use of these devices must

be managed and monitored. Devices used within the college remain under conditions outlined in the Users' Agreement. Failure to adhere to the agreement may result in the temporary removal of the mobile or device from the student, alternatively they may be banned. Parents may be called upon to collect this device from the front office.

Enrichment Programmes

Halls Head College is involved in a number of special programmes, namely:

- Academic Extension Programme
- Targeted Sports Programme
- Japanese
- Special Instrumental Music

For more information contact the school administration or visit the website.

Enrolment

Enrolment Information is available from reception.

Halls Head College is a local intake school and enrolment of students from outside the intake area is dependent on places available.

Financial Assistance

The Education Department has approved the following level of assistance for 2015:-
Education Programme Allowance.

Parents of students in Years 8 to 12 may qualify for the Education Programme Allowance if they hold a Health Card, Government Assistance entitlement card or Pension Card. Parents who are eligible for Education Programme Allowance are encouraged to pay any amount above the assistance granted. For holders of a Health Care Card or Pensioner Concession Card the \$235 subsidy payment (SAS) will be made to the school. A \$115 clothing allowance is also available for card holders.

Application forms are available from the Front Office during school office hours. Forms must be completed at the school.

Evidence of eligibility must be produced. The cardholder must be the person to complete and sign the form and must also be the parent or LEGAL guardian of the child/children claimed for.

NB. Latest date of application for the Education Programme Allowance will be Thursday 2 April 2015 (Last day of Term 1).

Good Standing

Good standing is a term used to describe students who have achieved that status by qualifying against set standards in the following areas:

- Academic eg. All assignments submitted; satisfactory grades
Attendance eg. Better than 90% attendance rate; attendance at school carnivals etc
Behaviour eg. No suspensions or other defined negative behaviours

Students will need to achieve Good Standing in Term 1 and maintain it for Term 2, in order to qualify for Term 2 school representative positions, eg Country Week.

Homework

Students should expect to have school work to complete at home. Homework should be written in the student's diary. It is important that parents regularly check their student's diary for homework. This homework will take many forms, including:

- Researching a topic on the Internet or from reference books;
- Preparing work for a portfolio;
- Practising skills in subjects such as Mathematics;
- Completing their journal writing;
- Reading;
- Completing unfinished work.

Homework is considered to be important for the following reasons:

1. Homework develops habits of self-organisation, as does use of a diary;
2. Students need revision and practice to enhance literacy and numeracy skills
3. Homework assists development of independent study techniques required in senior school.

All students are encouraged to have a diary at the beginning of the year. The homework diary can be an important avenue of communication between teachers and parents.

Insurance

Generally, the Department of Education and Training does not provide insurance cover for personal accident, loss or damage whilst attending a school activity. Cover may be provided for some overnight excursions however, parents are advised to obtain their own personal accident insurance for their child.

Library Resource Centre

The Halls Head College Library Resource Centre is a state-of-the-art facility, which incorporates an automated library system, multimedia computers and Internet access.

The Centre is an integral part of the school and an invaluable resource for staff and students.

The Library Resource Centre offers both the resources and expertise to enable students to become independent learners.

The Library Support Staff assist with the implementation of programs in order to:-

- ✓ Provide up-to-date and relevant information resources and technology to support the Learning Team programs.
- ✓ Provide stimulating recreational literature for students and staff.

Parents & Citizens Association (P&C)

The P&C Association is an important group at our school.

They provide additional funds to the school through the management of the school canteen.

The P&C meets at 6.30 pm on the **fourth and eighth Tuesday** of each term in the Staff Room at Halls Head College.

We encourage all parents to attend the P&C meetings so that they can have your say on a whole range of issues.

Reporting

Reporting to parents will occur in a variety of ways including:-

- Information sessions
- Interim reports
- Parent – teacher discussions
- Telephone conversations
- Letters of Commendation and Concern
- Progress Reports
- Portfolios
- Email
- Text messages
- Exhibitions

The aim of reporting to parents is to answer questions like:-

- How is our child doing – academically, physically, socially and emotionally?
- How well does our child participate at school?
- What can our child do and what can our child not do yet?
- How is our child performing in relation to other students?

- What can we do so that our child can continue to develop and improve?

We intend to organise 'face to face' interviews between parents and teachers, on two occasions during the year, to address the questions listed above.

A formal written report will be issued to parents at the end of each semester.

School Board

Our School Board consists of community, parent and teacher representatives. Elections will be held for any general vacancies for a three year tenure.

The board meets on a regular basis to discuss issues like school priorities, budget, dress code etc. Community involvement in the decision making process of the school is highly valued.

Student Leadership Group

At the start of Term 1 Student Leaders will be elected for Years 7 - 12.

The Student Leaders have a responsibility to liaise with students, staff and the community and to be leaders and good role models for other students.

The Student Leadership Group will work closely with the Student Services Team and House Coordinators to monitor and review their aims and objectives.

Two of these objectives are:

- ✓ To act as a group through which the students can present their problems and recommendations to school management;
- ✓ To assist in the development of recreational, cultural and academic activities within the school.

All student councillors will be exemplary models in behaviour, dress, attitude and attendance. Student councillors (House Leaders) who lose their "Good Standing" may have their House Leader status revoked.

School Rules

Each member of our school community has ***rights and responsibilities***.

All members of the school community have the RIGHT to:	All members of the school community have the RESPONSIBILITY to:
COURTESY	be considerate and generous by respecting all members of the school community.
CARE	feel concern for, or do something positive for yourself or others.
COOPERATION	work together to achieve a common goal.
COURAGE	stand up when you need to, to aim for success in the face of obstacles, and to back down when it's called for.

School rules are designed to protect the rights of the individual.

Rules have been established for the whole school and include:

- Students must follow a teacher's instructions
- Don't interfere with other people's property
- Use of illegal substances is prohibited
- Don't leave the school grounds without permission
- Bullying and harassment is not tolerated
- Students will abide by the School Dress Code.

If school rules are broken, consequences are put in place to assist the student to demonstrate more appropriate behaviour.

The following behaviours are considered serious breaches of school rules:

- Assault of a member of the school community
- Verbal abuse of a member of the school community
- Theft
- Possession of drugs or alcohol
- Vandalism and graffiti.

Our school encourages consideration for others, cooperation and common sense.

At Halls Head College, we aim to positively reward and acknowledge appropriate student behaviour, rather than impose sanctions.

Student Services

All staff at Halls Head College are concerned about the welfare of our students.

Our aim is to provide an environment where students feel safe and secure. Pastoral care of students takes place in every classroom, every day. To assist the team teachers in their role of caring for students, there is a number of trained staff in various specialist fields who comprise the Student Services Team. They include:

Student Services Coordinators

Our Student Services Coordinators play an important role in supporting and advising the team teachers in pastoral care matters. They liaise with outside agencies and organise case conferences, where necessary. Parents with concerns may make appointments directly with Student Services Coordinators. The coordinators assist in individual student counselling to resolve issues and concerns.

Learning Area Consultants

Parents with concerns about the academic process specific to a subject area should liaise with the Learning Area Consultant for that subject.

School Psychologist

The School Psychologist is a registered psychologist who is employed to assist the school to meet students' needs in the areas of learning, behaviour and mental health. Confidential assistance is available for students in relation to their personal development, behaviour and educational progress.

Parents may make appointments through the Student Services Coordinators about any matter of concern. Students are also able to make appointments to see the School Psychologist.

School Nurse

Our school has a fine medical centre in the administration block and is staffed by a trained nurse.

If a student feels sick or has personal concerns during class time, they should see their teacher for a referral to the nurse. When the nurse is not at school, parents will be contacted and sick students will be sent home. It is most important that we have the **latest** emergency contact details for all students. Please complete action plans on enrolment and update as necessary.

Please don't send sick students to school.

An ambulance will be called in emergencies. The costs of ambulance services are covered by the parent personally or through their health insurance fund.

Dental Care

After primary school, the School Dental Service continues to provide free general and preventative dental care across WA for all enrolled students in Years 7-11, and to Year 12 in remote areas. This service is provided from a mobile Dental Therapy Centre located at South Halls Head Primary School during the year. Their telephone number is 9535 1798.

Deputy Principals

Our Deputy Principals, Mr Hurle, Mrs White and Miss Abbiss, support the learning teams with student management, discipline and welfare. The deputies act as **consultants** to the staff on all issues relating to student welfare. There is a **team approach** to solving pastoral care and management issues.

Youth Worker

Our Youth Worker assists students with mental health, social and emotional issues, bullying and health related concerns. The youth worker accesses external agency support via referrals and specialist programmes.

Chaplain

Our Chaplain offers a pastoral care service to students, families and staff, offering input into spiritual and meaning of life questions.

House System

Our house system coordinators run house competitions, collate house and individual house points and reward student efforts. The student population is divided into four houses: Miami (yellow), Melros (green), Blue Bay (blue) and Avalon (red).

Uniform Policy and Dress Requirements

Aim

A College uniform reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the College community, and assists in developing pride in representing their College. Issues of equality, health and safety, are factors that contribute to the establishment of the uniform.

At Halls Head College we aim to develop a strong sense of belonging and school pride. Our dress requirements help us to:

- Foster and enhance the public image of the school.
- Assist in building school and team spirit.
- Ensure students are safely dressed for specific school activities.
- Enable teachers to quickly identify our own students from others.
- Encourage equity among students.
- Prepare students for work as many work places have dress and safety codes.

Policy

All schools have dress requirements for students which are developed and approved by their School Board. The range of uniform pieces is varied enough for students to individualise their look, cater for the WA climate and accommodate Halls Head College activities.

Our policy statements:

- The dress requirement applies at all times when attending school or school excursions.
- Students wearing the uniform outside of the school are expected to behave in a manner that promotes a positive school image.
- All uniform items must be purchased from the College Uniform Shop.
- Students are required to change into their Physical Education (PE) uniform for all PE lessons and change back into their day uniform at the conclusion of the PE lessons.
- Appropriate footwear must be worn by all students.

Personal Presentation

It is important that students take pride in themselves, the school and the community.

- Uniform items are to be neat and clean.
- Uniform items are worn to size and design.
- Undergarments should not be visible.
- Heavy makeup, large dangling/pointed jewellery are not a part of the college uniform.
- We encourage students to be sun smart.

Dress Requirements

All students are expected to meet dress requirements as indicated below.

Item	Acceptable	Not Acceptable
Boys		
Shirt	<ul style="list-style-type: none"> College shirt only. Students may wear a plain white short sleeve T-shirt under their college shirts. College shirts must be worn under college jumper or jackets. 	<ul style="list-style-type: none"> Coloured (including black) top or singlet worn under college shirts. House shirts, except for PE classes. College shirts not buttoned to an appropriate level.
Shorts	<ul style="list-style-type: none"> College shorts only. 	<ul style="list-style-type: none"> House or sports shorts. Visible underwear.
Trousers	<ul style="list-style-type: none"> College trousers only. 	<ul style="list-style-type: none"> Visible underwear.
White, black or navy ankle socks	<ul style="list-style-type: none"> Plain black, white or navy socks. 	
College jumper		
College jacket		
Scarf – navy blue (optional)		
Tie (optional)		
Girls		
Blouse	<ul style="list-style-type: none"> College blouse only. Students may wear a plain white short sleeve singlet under their college blouses. College blouse must be worn under college jumper or jackets. 	<ul style="list-style-type: none"> Coloured (including black) top or singlet worn under college shirts. House shirts, except for PE classes. College blouses buttoned to an in appropriate level.
Trousers	<ul style="list-style-type: none"> College trousers only. 	<ul style="list-style-type: none"> Visible underwear.
Skorts	<ul style="list-style-type: none"> College skort only. Mid- thigh length. 	
Skirt	<ul style="list-style-type: none"> College skirt only. Mid- thigh length. 	
Dress	<ul style="list-style-type: none"> College dress only. Mid- thigh length. 	
White or black ankle socks or navy stockings		
College jumper		
College jacket		
Scarf – navy blue (optional)	School scarf only.	
Tie (optional)		
Footwear		
Laced up and or enclosed footwear	<ul style="list-style-type: none"> Black covered school shoes or sport shoes required. 	<ul style="list-style-type: none"> Thongs, boots, backless shoes sandals or ugg boots.

	<ul style="list-style-type: none"> For practical work students must wear enclosed footwear that protects the top of the feet. 	<ul style="list-style-type: none"> Brightly covered shoes or laces. Skate shoes are not acceptable.
Physical Education		
College house shirt	College house shirts should only be worn for sport.	
Blue shorts		
Sport shoes		
Leavers Jacket	Year 12 Leavers' jacket may only be worn by Year 12 students in place of the college jumper or jacket as part of the college uniform.	
Caps, Hats, Beanies	<ul style="list-style-type: none"> School sanctioned caps, hats and scarves may only be worn. 	<ul style="list-style-type: none"> Caps in classrooms Beanies are not an acceptable item to be worn at school.

Management

All students, parents and teachers have a role to play in uniform management.

STUDENTS – must be fully aware of the college dress requirements.

PARENTS – are asked to support the college uniform policy and dress requirements by checking students at home and responding to college communications regarding uniform issues.

STAFF – all college staff share co-responsibility to encourage compliance with the college dress requirements.

Consequences for breaching the college uniform policy or dress standard.

- Where a student is out of uniform, they will be asked to report to student services to change or remove the non-uniform item or have a parent/guardian contacted to deliver the appropriate item.
- Students out of uniform who refuse to change or remove items will be asked to discuss the issue with the appropriate Student Services Coordinator.
- Continued breaches of the college dress requirement or uniform policy may result in students being denied the opportunity to participate in college social events and or extra curricula activities.
- Non-compliance resulting in unacceptable behaviour will be managed through the schools behaviour management process.
- Parents will be informed of breaches to the dress requirements or uniform policy.



2015

