



## POLICIES AND PROCEDURES





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The School wishes to maintain a respectful environment for all. The School has established a [Bullying, Violence, Harassment and Discrimination Policy](#). With this in mind, Students must:

accede to any /MCID 102 BDC 0 f.04 08 (o)15.2 (le) (n)hedon(o)1.3-4 (h) (h)-0.8 (o)1.3 (o)1.3q0.8 (a)u mu O



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enter a room, the gym or swim area without a teacher being present unless given express permission to do so;  
consume alcohol, smoke, vape or take illegal drugs at School or on their way to or from School or attend the School whilst under the influence of alcohol or illicit drugs;  
enter areas designated as out of bounds unless given permission from a teacher to enter such areas. These include but are not limited to: grounds and maintenance shed, staff car park, staffrooms, teachers' offices;  
cross roads or board buses without observing directions from the teaching staff and the safety and traffic regulations;  
drive motor vehicles to school without the Head of Senior School's permission or take other Students as passengers without written parental permission;  
leave the School grounds during school hours without following the procedure stipulated in the [Attendance and Absenteeism Policy](#); or  
ride bicycles/skates/skateboards/motor scooters within School grounds.

It is important that members of the School community respect the property of others, therefore Students must:

be responsible for the security of their belongings and, in particular, their valuables;  
not leave money and other valuables unattended in clothing or School bags and, in particular, in change rooms, on School grounds or at other venues;  
clearly mark all articles of clothing and property brought to School with the owner's name;  
not borrow personal or School property without authorisation;  
show respect for the property of others, including the property and environment of the School itself. Students who wilfully contribute to the damage or loss of another's property may be asked to contribute to the cost of replacing that property;  
not tamper with emergency and safety equipment such as fire extinguishers and alarms;  
report damage to School property to the Head of School; and  
not interfere with or borrow other Students' or School property without permission. This includes opening others' lockers or tampering with locks.



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compared with prep-year 12 Student, taking into account ELC Students' age, maturity and needs;  
each Student of the School must wear standard School uniform when going to and from School and on other occasions as directed. This includes Students travelling via private transport. Uniform must be neat and clean with shoes polished. Shirts worn with the official School tie must be tucked in and fully buttoned. The tie is to be adjusted to cover the top button and is to be arranged in a conventional fashion. When wearing a jumper, no part of the shirt, whatever style, should be visible below the jumper;  
Students must wear approved School uniform for physical education classes, games after School and for matches. All articles of clothing and property brought to School are to be clearly marked with the owner's name;  
the School blazer may be taken off at School but must be worn to and from School and for all formal School functions. On certain days, however, the Principal may give permission to travel home without wearing a blazer. The wearing of a pullover as the outermost garment when travelling to or from School is never otherwise permissible;  
jewellery (other than one earring per earlobe) is not permitted while Students are engaged in any School activity, including any form of piercing;  
Grooming:

- Hair is to be kept in its natural colour and is to be groomed in a way that avoid extremes of fashion and keeps hair off the Student's face.
- Grooming standards may only be adjusted by pre-agreement with the School, where such adjustment is reasonably required to accommodate a disability or other lawful reason such as religious belief.

In line with the School's environmental policy students must:

sustain a School environment which is hygienic and aesthetically pleasing;  
always use rubbish receptacles and avoid littering;  
not vandalise the School or create any graffiti;  
not eat in buildings, unless permission has been granted by a member of staff;  
not spit;  
remain on pathways and in designated areas when outside class;  
not damage landscaped areas; and  
not use chewing gum and bubble gum in the School environment.

The School rules regarding the use of computers, the School Network and any other online or virtual space are outlined in the [IT Acceptable Use Policy \(Students\)](#). The use of the School's technology and associated devices must be in line with this Policy.

