

PARENT AND STUDENT POLICY HANDBOOK

High School - 2017



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ENROLMENT POLICY AND PROCEDURES

Policy Statement

Unity Grammar College is founded on the teaching and principles of Islam. Our aim is to enrol students of the Islamic faith and where possible those of the non-Islamic faith whose parents can demonstrate support and compliance with the College's Islamic ethos, values and teachings.

Islamic Studies is a compulsory subject for all students attending Unity Grammar College, without exception.

The College's enrolment policy outlines the enrolment, re-enrolment and termination conditions and procedures. Acceptance of pupils for enrolment into the College is in order of application and/or enrolment. (See procedure below)

Definitions

Application is defined as the date that both the completed Application Form and the Application Fee are received by the school. If a prospective student is offered a place that they do not take up, their application date will be changed to the date that they declined the offer; or the date the offer expired if they do not respond.

Enrolment

Once the necessary application process has been completed parents will be advised in writing of the outcome of their application for enrolment of their child or children under their care.

Enrolment Procedure

Step 1- Once the application is accepted, it is understood that parents will comply with the College's Policies and spirit of the school's Mission Statement:

Supporting and encouraging the Islamic values and the standards or behaviour that those values imply.

Accepting and supporting the school rules, without contest.

Co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities

Supporting the school administration and teachers.

Accepting that your child will partake fully in every aspect of the College's programs.

Assisting wherever possible and supporting the activities and fund raising efforts of the Parents & Supporters Association

Agreeing to pay such fees and mandatory levies as set by the College Board of Directors.

Parents must then complete the enrolment process by the specified period as per the Fees & Regulations policy.

Step 2- The enrolment contract needs to be returned with all supporting documentation.

Re-Enrolment

Prior to the completion of the school year parents will be asked to complete a **Re-enrolment Form** for the successive year. This signals to the school the parents intention to re-enrol their children or otherwise. All re-enrolment forms are reviewed to ensure that students have met the College's conditions for re-enrolment (see Conditions below). Where the College Principal arrives at a decision that a student's re-enrolment should not be renewed, parents will be advised in writing, or via any reasonable form of communication. Otherwise parents can assume that re-enrolment has been accepted.

Conditions for Re-Enrolment

Completion and return of Re-Enrolment Form by the due date.

Re-enrolment is subject to a review of a student's **academic and behavioural record** for the current academic year.

Payment of all school fees within the stipulated period of time.

Students must meet the standard benchmark in literacy and numeracy. (see Student Promotions policy and Student Handbooks)

Fees

Formal confirmation of a place will be deemed so once all applicable fees have been paid as per the letter of offer.

Fees Payable with Application for Admission form

A Non-refundable Application Fee of \$75.00 (incl. GST) is payable with the Application for Admission Form.

Fees in Advance

One terms tuition fees payment in advance is required on confirmation of enrolment. Fees not paid by the due date may result in the child being excluded from classes until payment is made or unless prior arrangements have been made with the School.

Entrance Fee (Building Levy)

A non-refundable fee of \$150 per student is payable to Unity Grammar College. However a maximum of \$300 applies to families of more than 2 children. Re-enrolling students are expected to pay this fee in week 1 of the commencing year, whereas all new enrolments are required to pay this fee when accepting an offer of enrolment.

Outstanding Fees

Where a term fee is outstanding for a full term, without any formal explanation or notice provided, the enrolment will be reassessed at the end of the term. Where no debt repayment plan is agreed to with the school, the enrolment can be terminated.

The College will exercise its prerogative not to release student school reports, including interim, half yearly and yearly reports, until all outstanding fees are paid in full.

Withdrawal

Where a parent or guardian of an existing student of the school wishes to withdraw a student from the College, a 10 term weeks notice, in writing, to the school is required. The term fee is refundable in full if the school has been given a minimum of 10 term week's notice of withdrawal.

Where notice is provided 4 term weeks before commencement of a term, a maximum of 50% of the term's tuition will be refunded.

A full term's fee will be charged for student withdrawals submitted with less than 4 term weeks' notice or without a notice.

Any expenses, costs or monies paid by the College on behalf of the student for any events or activities will need to be reimbursed back to the College before the student withdraws.

School fees are payable as per the College's Fees and Regulation Policy and is a precondition of ongoing enrolment.

If the school fees are not paid and are not up to date, re enrolment of the students for the following year will be at the Principal's discretion.

Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies including debt collection fees and solicitor costs shall be paid by the customer, provided those fees do not exceed the scale charges as charged by that Debt Collection Agency/Solicitor plus any out of pocket expenses.

Students will be liable for expenses incurred in recovering lost or damaged items. Withdrawal will not be finalised until such time as students return all items. The College retains the right to withhold all school reports and transfer documents until the withdrawal process is complete.

This agreement is governed by the law in force in New South Wales.

Attendance

In line with the current law in NSW pertaining to school attendance all children enrolled at Unity Grammar are legally required to be at school on all official school days.

Children absent from school need to bring a letter from their parents/caregivers explaining their absence.

The school will immediately notify the parents/caregivers of any unexplained absences or suspected truancy.

Leave taken without the Principals approval may result in the termination of a student's enrolment at the College.

The register of enrolments will be retained for a minimum period of five (5) years before archiving. The register of daily attendances will be retained for a period of seven (7) years after the last entry was made. (Refer to Attendance Policy for more information)

Academic

At Unity Grammar College we relentlessly pursue the highest academic standards and work tirelessly to deliver a quality education for each child. These pursuits are set in a safe, supportive and highly engaging environment where each student's strength is embraced and weakness addressed.

The Student Promotion Policy outlines the procedures in place that determine whether a student's academic progress is sufficient to permit graduation from one grade to another. Each student will be required to achieve standard grade benchmarks in literacy and numeracy in order to be promoted to the next grade. This is applicable to students from kindergarten to year twelve.

Additionally, students in year six will be required to sit a year seven (7) entrance examination to be considered for a place in the High School.

In stage 6 students who fail any more than on one (1) subject are not permitted to progress to Year 12.

Students must meet the standard benchmark in literacy and numeracy. You will be notified in advance should your child's assessment record indicate that he/she is at risk of failure. In the event that, following the end of year exams, your child does not demonstrate basic competency in literacy and numeracy, you will be advised in writing. This may result in the termination of your child's enrolment.

Behaviour and Discipline

Discipline

Unity Grammar's Discipline Policy is governed by the terms of procedural fairness and all measures will be undertaken to ensure that procedural fairness is implemented in all disciplinary related incidences.

This Discipline Policy adheres to the school's vision of holistic Islamic education and aims to develop all aspects of the human persona including: the spirit, mind, and body, both at an individual and social level. Accordingly, students are empowered by a value system that makes them responsible for their choices and guides them towards making wise decisions. (Refer to Discipline Policy)

Behavior

The College rules are designed for the general well-being and good of the whole school community.

- a) Student must at all time times obey school rules and follow the directions of their teachers
- b) If students do not respond by correcting their behavior then they can expect to be dealt with in line with the College's behavioral management procedures. This may lead to official detentions, suspensions and even expulsion. Parents will be notified.
- c) Students are expected to show respect for others and the environment at all times.

Student Welfare

The aim at Unity Grammar College is to provide a standard of excellence in education second to none for all students, while taking into consideration the age, background, abilities and interest of all students enrolled in the school.

It is the School's view that the 'Student Welfare Policy' forms the framework upon which a secure, well-managed environment is created and that best provides for learning and achievement at the highest level by all students.

Uniform

It is school policy that all students attending Unity Grammar are dressed in the correct school uniform while at school, travelling to and from school and when representing the school at all activities, be they sporting, community functions, or excursions.

The school uniform is to be worn by all students.

- School uniform will be checked by teachers every morning.
- Any student falling out of full school uniform will be given an official written warning, and after their third warning the parent will be contacted.
- The Deputy Principal or delegated personnel will contact the parent and follow up the matter to ensure adherence to the policy for high school students.
- The roll call teacher or delegated personnel will contact the parent and follow up the matter to ensure adherence to the policy for high school students.

Any student not in school uniform is to provide a note to the class or roll call teacher in the first instance.

Teachers are required to issue a uniform letter to inform parents and consequently seek an explanation or remind the parents of the policy. Teacher will report repeated uniform infringements to the Assistant Principal or Deputy Principal for follow up with parents. Parents are expected to support the school in the matter of correct uniform. No excuses will be tolerated.

Should a parent have financial hardship in providing for specific uniform items the College will do all it can to provide support. Parent must apply to the Principal or his delegate for consideration. (Refer to the Uniform Policy for more information)

Termination

The College retains the sole and overarching right to terminate the enrolment of any student it believes has breached or is about to breach it's rules and conditions of enrolment. Such conditions include but are not limited to;

1. Providing false or misleading information at the time of application
2. Not meeting Academic benchmark standard
3. Violent or aggressive action towards students or adults
4. Bringing a dangerous weapon to school
5. Theft
6. Failure to pay school fees as per Fees & Regulations Policy
7. Possession of any drugs without a medical certificate
8. Possession of un-Islamic/illegal printed or recorded material
9. Un-Islamic conduct with students of the opposite sex / same sex
10. Any conduct/condition that necessitates a review of enrolment.
11. Inappropriate use of the College's technology to access un-Islamic/illegal material

No remission of fees will apply in any of these above cases.

Suspension, Exclusion and Expulsion

Where termination is not deemed required the College may resort to the temporary suspension of a student's enrolment. (Refer to Discipline Policy – High School for more information)

Terms and Conditions

The College has the right to vary enrolment procedures and conditions at its discretion. Parents will be advised of intermittent changes to the policy.

FEES AND REGULATIONS POLICY

Enrolment Process

Upon lodgement of an application for enrolment, a non-refundable application fee is payable to the School. Applications will ONLY be considered and processed once the application form and all required documentation have been submitted to the Administration Officer.

Parents will be contacted approximately 1 school term prior to enrolment.

After submission of required documentation and after completion of the entrance test applications will be finalised. Consideration will be given to the needs of prospective students in light of existing programmes to ensure that the College can meet the needs of the prospective student and the expectations of parents. Positions are often limited and therefore selection is competitive.

Where places in a particular year or level are limited, preference may be given to families with siblings already attending Unity Grammar College.

Once a formal offer of a place is made, a non-refundable entrance fee and fees in advance per student are payable to accept a place. Parents will be informed of the exact fees payable to accept an offer of enrolment at that time. Upon receipt of such monies, formal confirmation of the place will be provided by the Principal.

Offers of a place must be accepted and completed no later than **5 working days** from the date the offer was made. If the offer is not accepted within this time or other arrangements are made with the Principal, the school may withdraw the offer of a place.

Tuition Fees

Fees Payable with Application for Admission form

A non-refundable application fee of \$75.00 (incl. GST) is payable with the application for admission form.

Fees in Advance

Fees for year 7-10 in advance of \$875.00 equivalent to one terms fee which is credited to the final fee statement payable on Confirmation of Enrolment. Fees not paid by the due date may result in the child being excluded from classes until payment is made unless prior arrangements have been made with the School Principal.

Fees for year 11 and 12 in advance of \$1025.00 equivalent to one terms fee which is credited to the final fee statement payable on confirmation of enrolment. Fees not paid by the due date may result in the child being excluded from classes until payment is made unless prior arrangements have been made with the School Principal.

Year 12 Fees are Payable in Term 4 of the year 11 year. Fees have to be finalised before the 2nd Term of year 12 which will be January of their HSC year. If fees are not paid before this time students cannot attend class unless a prior arrangement has been made with the School Principal.

Entrance Fee (Building Levy)

A non-refundable fee of \$150 per student is payable to Unity Grammar College. However a maximum of \$300 applies to families of more than 2 children. Re-enrolling students are expected to pay this fee in week 1 of the commencing year, whereas all new enrolments are required to pay this fee when accepting an offer of enrolment.

Important Note

If the school fees are not paid and are not up to date, re-enrolment of the students for the following year will be at the Principal's discretion.

Refund of such fees is as follows:

1. Full refund if enrolment is withdrawn with 1 terms (or 10 active term weeks) notice.
2. 50 % of balance due will be refunded if enrolment is withdrawn with 4 active term weeks notice
3. Nil refund once term commences or if less than 4 weeks notice is given.

Fees Discount

Parents who choose to pay their child's annual school fees in full at the beginning of the school year will receive a 5% discount. This must be paid by the date specified by the College. Parents with multiple children in high school will receive a 5% discount for successive children, provided all fees are paid at the same time.

Parents who have siblings in Primary school will receive a 10% sibling discount for the child in the primary school only.

Note: All Fees including building fees, textbook fees, and any remaining balance from the previous years must be paid in full in order to qualify for the discount.

Summary of Fee Amount (Year 7 -10):**1st Child**

Term \$875.00

Year \$3,500.00

5% discount for early payment for year paid upfront. Details of dates will be given out each year.

2nd and 3rd Siblings (also in High School)

Term \$831.25

Year \$3,325.00

5% discount for 2nd and 3rd siblings and another 5% discount for early payment for year paid upfront. Details of dates will be given out each year.

4th Sibling (also in High School)

Term \$787.50

Year \$3,150.00

10% discount for 4th sibling and another 5% discount for early payment for year paid upfront. Details of dates will be given out each year.

5th and following siblings (also in High School)

5th and following siblings will receive a 100% discount on tuition fees.

Summary of Fee Amount (Year 11 – 12):**1st Child**

Term \$1,025.00

Year \$4,100.00

5% discount for early payment for year paid upfront. Details of dates will be given out each year.

Siblings (Also in Year 11 -12)

Term \$973.75

Year \$3,895.00

5% discount for siblings and another 5% discount for early payment for year paid upfront. Details of dates will be given out each year.

Miscellaneous expenses

Parents can expect that additional costs will be incurred throughout the year, such as:

- Excursions
- Incursions
- Camps
- Sporting activities
- Curriculum based activities

These activities are part and parcel of the schools curriculum and extra curricular programming as such participation is compulsory by all students.

DISCIPLINE POLICY AND PROCEDURE

Introduction

In line with the requirements of section 47(f) of the Education Act and community expectations, Unity Grammar:

- I. **prohibits** the use of corporal punishment on students attending the College.
- II. **does not** explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the College

Unity Grammar's Discipline Policy is governed by the terms of procedural fairness and all measures will be undertaken to ensure that procedural fairness is implemented in all disciplinary related incidences.

This Discipline Policy adheres to the school's vision of holistic Islamic education and aims to develop all aspects of the human persona including: the spirit, mind, and body, both at an individual and social level. Accordingly, students are empowered by a value system that makes them responsible for their choices and guides them towards making wise decisions.

This policy document is presented in three distinct parts:

- I. School rules or discipline code
 - ii. Strategies to empower students
 - iii. Discipline protocol

Discipline Code (School Rules)

The rules are as follows:

Hard Work and Perseverance – We like to achieve excellence.

Manners and Obedience– We are respectful and well mannered at all times and always follow instructions.

Seeking Permission – We always raise our hands to speak and wait for the teachers’ attention.

Care and Compassion- We care for our ourselves and our school and we love all Allah’s creation

At UGC we uphold **integrity, sincerity and allegiance**

- A. Comprehensive and systematic procedures are adhered to in the daily discipline of students.
- B. The home/school communication process is ongoing to reinforce the discipline policy.
- C. Parents are constantly advised of students’ academic progress and behaviour.
- D. It is expected that all children enrolled at Unity Grammar will adhere to the school rules:
 - i. while in the **classroom**
 - ii. while in the **playground**
 - iii. while **travelling** to and from the school
 - iv. while on **excursions**, and participating in **sporting activities**
 - v. in their **daily interaction** with teachers, other persons of authority and fellow students
 - vi. while representing the College in any endeavour or occasion.

Note: Bullying in all its forms will not be tolerated at Unity Grammar

See attached reporting procedure

Strategies To Promote Good Discipline & Effective Learning At Unity Grammar

Overview Of Discipline Management

1. The most important single factor in discipline management is a teacher’s preparation. Nothing gives you more confidence than the feeling that you have complete mastery over your subject matter. Students will listen to knowledgeable teachers and, even if your methods could be improved, they will be impressed if you know all your facts.
2. Preparation must include planning for student participation. Ensure that students know exactly what they have to do at each stage of the lesson.
3. All students should be held accountable for their misbehavior

4. Establish rules that lead to success
5. Accept no excuses for misbehaviour
6. Call for value judgment – What are you doing? Is that helping you or the class? What could you do that would help?
7. Suggest suitable alternatives to inappropriate behavior
8. Be persistent with your instructions to cease an inappropriate behavior
9. Carry out continual reviews of class rules and behavioural patterns. An activity that always leads to student misbehavior should be questioned and reviewed.
10. An important factor in discipline management is a teacher’s pre-lesson preparation. Preparation must include planning a student-centre based lesson that involves all levels of students.
11. Boredom, which may lead to misbehavior, can be avoided by preparing lessons with a variety of different activities and creating a stimulating classroom environment. Students also perform better when they are aware of the progress being made during a lesson and are being monitored at all times by the teacher.
12. Establish rules and expectations clearly at the beginning of the year, term, week, or lesson if need be. Teachers can model Islamic behavior by providing guidance and leadership and involving pupils in setting rules and consequences.
13. Rules need to be enforced consistently, calmly and promptly.
14. The teacher that is “too busy” to teach rules and enforce them promptly will be forever out of time.
15. Consistently apply positive consequences when expectations are met and negative consequences when they are not met.
16. Be assertive rather than passive or hostile in your classroom. An assertive teacher is able to maintain a positive, caring, and productive climate in the classroom. A climate of care and support produces the climate for learning.
17. An assertive teacher calmly, firmly, and clearly communicates their disapproval of misbehavior, followed by a statement of what the student is to do. E.g. “We do not yell in class. Keep your voice down and listen to instructions.”
18. Reprimands should focus on behavior, not on individuals. E.g. “I expect you to listen to me when I give instructions,” instead of, “You never listen to me you rude girl”.
19. Sarcasm and abuse are hazardous and often lead to similar replies from a student and a breakdown in a teacher’s authority. Never take away a students self-respect and dignity.
20. Avoid confrontations with students in class. Simply remind the student of the behavior they should be displaying and avoid responding to their outbursts.
21. Teachers should never ignore inappropriate behavior, especially when formulating a relationship with a class at the beginning of a year.

22. Whether they are facing problems or not, no child should be permitted to behave in a manner that is self-destructive or violates the rights of peers or of others.
23. Seek assistance from parents, executive staff, and other school personnel if you feel a student is not responding to your corrective methods.
24. Maintain the classroom in a tidy state. It is hard to have an ordered lesson amid untidy confusion. Dismiss classes carefully, so that they do not erupt into corridors. Be proactive in your supervision of students at all times and eliminate potential hazards before they cause injury or damage.
25. Avoid group punishment as much as you can.
26. Know your students, especially those who have a tendency to misbehave. Speak to other teachers, the deputy principal, and parents in an attempt to find possible reasons for a student's misconduct. Such knowledge might help you overcome the problem. Speaking to the student and prescribing alternatives might be all that is required to prevent future misconduct. If there is clear evidence of a psychological problem, a counselor should be consulted.
27. If the misbehavior continues the student should be told that he/she is now considered to be breaking not only the class rules but the school rules and he/she will have to face the consequences. His/her behavior will be recorded on the College's Incompliance Records Folder.

Strategies To Empower Students

Empowering students is a current educational trend. Unity Grammar endeavors to empower its students by utilising ten Islamic strategies that dispel negative attitudes and promote wise choices. By teaching these strategies to their students, teachers will help create a harmonious environment in the classroom and the whole school.

1. YOU HAVE A MISSION [In response to the "I do not care!" attitude]

- "Seeking Knowledge is a MUST on every Muslim" (*hadith*)
- "Are those equal, those who know and those who do not know? (Qur'an 39:9)

2. YOU ARE RESPONSIBLE [they told me to do it!]

- "And every one of them will come to Him individually on the Day of Judgment" (Qur'an 19:95)

3. DEEP AT HEART YOU KNOW [Doing silly things]

- "Ask (seek an answer by going deep into) your heart" (*hadith*)

4. YOU HAVE A LARGE NUMBER OF BROTHERS AND SISTERS [tattling and dobbing!]

- "The believers are but a single brotherhood" (Qur'an 49: 10)

5. YOU NEED TO BE YOUR OWN JUDGE [I hate punishment]

- "Judge yourself before you are put to judgment" (*hadith*)

6. BE HUMBLE

- "Be humble to the one who teaches you" (*hadith*)

7. WITH A SMILE OR A NOD YOU CAN WIN THE HEART OF PEOPLE [including your teachers]

- "A smile to the face of your brother/sister is equal to a *sadaqah*" (*hadith*)

8. GREETING BRINGS LOVE [including that of your teachers]

-“Do you want me to teach you how to spread love amongst you? Spread salaam (salutation) amongst you” (*hadith*)

9. BE POSITIVE

-“When you like a person tell him that you like him” (*hadith*)

10. SHOW YOUR APPRECIATION

-“Exchange gifts for it leads to mutual love” (*hadith*)

B. DISCIPLINARY ACTION

This may be in the form of verbal reprimands, impositions, detentions, or informing parents.

1. For any disciplinary action to be effective, it must be

- **Immediate**

- **Clear**- (a) the student must know why he/she is being disciplined

(b) the student should know what he/she must do

- **Appropriate**

2. Avoid any disciplinary action that is:

- **General** (i.e. punishing the whole class)

- **Repetitious writing out** (for no other purpose but to punish)

- **Enforced idleness** (an idle student will get up to more mischief)

Do not send a student out of the room unless she/he is specifically instructed to report to another teacher, the Discipline Coordinator, Counsellor, or the Principal. Always give such a student a note setting out the reason for their dismissal from class. If a student refuses to leave when they are instructed, send the class captain out with a message to be taken to the appropriate staff member.

Discipline Procedure

Despite all effort, a few students may, for one reason or another, insist on misbehaving or disrupting the class. A number of steps need to be taken if this occurs. Before starting these steps, teachers need to make sure that they have utilised all other means to correct behaviour.

In theory and in practice, the disciplinary procedure is based on the Islamic concept of individual responsibility. All students are rational beings capable of controlling their own behavior and making good choices. With the help and guidance of the school community, pupils should be taught to make good choices, since good choices produce good behavior. No excuse should be accepted for bad behavior. Instead, students should be reminded about the choices they made and the consequences that followed. The procedural steps below are based on the Glasser Model for discipline and have been endorsed by Unity Grammar because they emphasise the Islamic principle of accountability and consequences for all an individuals actions – good or bad.

The disciplinary steps are explained in the scenarios below. The scenarios begin with a student misbehaving and breaking an established school or class rule.

STEP 1

Scenario 1 – Student responds in an acceptable way

Teacher: "What are you doing?" (asked in unthreatening tone of voice.)

Student: (Will usually give an honest answer if not threatened.)

Teacher: "Is that helping you or the class?"

Student: "No."

Teacher: "What could you do that would help?"

Student: (Names better behavior; if he/she can think of none, teacher suggests appropriate alternatives and lets student choose.)

Scenario 2 – Student does not respond in an acceptable way

Teacher: "What are you doing? Is it against the rules? What should you be doing?"

Student: (Responds negatively, unacceptably.)

Teacher: I would like to talk with you privately at (specifies time).

During private conference between teacher and student

Teacher: "What were you doing? Was it against the rules? What should you have been doing?"

Student: (Agrees to proper course of behavior).

Teacher: If you misbehave again, I will record the incident in the Incompliance Records Folder on the school's computer. All your misbehavior is recorded in this folder, which is monitored by the Discipline Coordinator, Deputy Principal, and Principal.

STEP 2

Student later repeats the misbehavior. Teacher calls for another private conference.

Teacher: "We have to work this out. What kind of plan can you make so you can follow the rules?"

Student: "I'll stop doing it."

Teacher: "No, we need a plan that says exactly what you will do. Let's make a simple plan that you can follow. I'll help you." The plan negotiated here is a '**Level One Class Teacher Plan**'.

Teacher also assigns '**time out**'. This is isolation from the group at a desk away from the rest of the class.

The student is not allowed to participate with the group again until making a commitment to the teacher to adhere to the plan. Students are not to be kept on a **Level One Class Teacher Plan** and in **time out** for no more than three (3) consecutive days. If the student disrupts during time out, he is excluded from the classroom – see next step.

STEP 3

Student, after returning to the group, breaches an established rule and disrupts again.

Teacher: "Things are not working out here for you and me. We have tried hard. You must leave the class. As soon as you have a plan you are sure will allow you to follow the rules of the class, let me know. We can try again, but for now, please report to the Discipline Coordinator's office." Discipline Coordinator issues the student with a **Level Two Plan** for one week. Parents are notified and an interview to discuss the student's behavior is arranged.

STEP 4

Student breaches rules and disrupts whilst on a Level Two Plan.

Student is referred to the Deputy Principal. Parents are notified and an interview to discuss the student's behavior is arranged. After recommendation to the Principal or his delegate the student is **suspended from class**, for a period deemed suitable, and placed in an isolation or 'cool' room (see Fixed Term Exclusion – suspension from class on page 4).

STEP 5

Student breaches rules and disrupts after returning from a suspension from class.

Student is referred to the Principal. Parents are notified and a notice of suspension from school is issued. **If a student is out of control, Principal notifies parents and asks them to pick up the student at school immediately.**

STEP 6

Students who are repeatedly suspended from school may be expelled at the Principal's discretion after consultation with executive staff and related teachers.

By following this procedure consistently, teachers can cause students to doubt the value of their misbehavior, make responsible and better choices, and thus gradually make a commitment to choosing behaviors that bring personal success instead of failure.

Success and the recognition of positive achievement undoubtedly help pupils to develop self-esteem and confidence, which in turn lead to effective self-discipline. From time to time, however, pupils need to be advised about their attitude and behaviour in class and sometimes the College Discipline Policy has to be invoked. Some pupils take longer than others to acquire self-discipline and need the joint intervention of parents and the School to plan for the future.

In such cases a system of disciplinary steps may be used. The purpose of the steps is to signal our concern to the pupil that his/her behaviour is unacceptable. Placing a pupil on a step will lead to a range of action plans worked out by class teacher/ Year co-ordinator/ Principal in consultation with the pupil and parents. Targets will be set and reviewed, and improvement will result in the level of concern being reduced or removed completely.

The steps are not necessarily incremental; pupils may be placed onto Step 3 for example as a result of a very serious incident without having to have gone from Step 1 to Step 2. Similarly a pupil on Step 2 who responds very well may be taken off the Step system altogether without having to go down through Step 1 first.

Parents as well as pupils will be involved in the review. The pupil will be discussed at the regular meetings between various staff members coordinating the process and the Principal (if needed).

Procedural Steps

1. **Step 1**
 Poor behaviour in class including: lack of motivation and involvement in work, failure to complete work, disrupting the work of others, failure to hand in assignments promptly, being given a number of lunchtime and after-School detentions, mischievous, anti-social and irresponsible behaviour in or out of class. Parents will be informed in writing; the situation will be discussed on the telephone with parents or at a meeting in School.

 A range of measures such as progress reports and checks of various kinds will be introduced and monitored by the teacher and the Assistant Principal (welfare). Should 1 or 2 day fixed-term exclusion be deemed appropriate, copies of the exclusion letter will go to the Principal.
2. **Step 2**
 Failure to respond cooperatively to the measures outlined in Step 1, or serious anti-social behaviour, may result in an extended period of exclusion. The gravity of the situation will be discussed with parents at a meeting in school with the Principal or Assistant Principal.
3. **Step 3**
 Extremely serious concern resulting in a Warning of Expulsion. This will be communicated in writing by the Principal or in person by the Assistant Principal. This will usually follow 5 day fixed-term exclusion.
4. **Step 4**
 Expulsion will occur when a pupil is deemed beyond the care and control of the College. Written notification and a report will be forwarded to the School Executive Committee and to the student's parents.

Suspension, Exclusion and Expulsion

The following acts may result in immediate suspension, exclusion or even expulsion:

- Violent or aggressive action towards students or adults
 - Bringing a dangerous weapon to school
 - Theft
 - Possession of any illegal drugs
 - Possession of un-Islamic/illegal printed or recorded material
 - Un-Islamic conduct with students of the opposite sex
 - Inappropriate use of the College's technology to access un-Islamic/illegal material
- A. Such disciplinary action requires the authority of the College Principal
 - B. Full and complete documentation of incidence warranting suspension, exclusion or expulsion must be presented to the Principal for consideration of the matter, and the appropriate action.
 - C. The Principal will ensure that every opportunity was provided to the student/s in explaining their action/s without bias or prejudice. Where necessary and appropriate student denials, confessions or acceptance of responsibility for their behaviour will be attained from students verbally and or in writing.
 - D. Reporting staff members will need to demonstrate that appropriate behavioural strategies were implemented, counselling provided if necessary, and parents informed and counselled in relation to their child's discipline issues.
 - E. The Principal and or counselling staff will ensure that the **principles of procedural fairness** were applied.

Procedural Fairness

Procedural fairness refers to a decision-making process that is free from bias, includes only relevant considerations, and where the decision-maker hears from affected persons before a decision is made.

The Principal may decide to exclude pupils for:

1. actual or potential physical violence by the pupil towards other pupils or adults in the school community;
2. seriously disruptive behaviour that prevents the proper conduct of a class or classes, seriously interferes with the learning opportunities of others, and leads to a breakdown in school discipline;
3. conduct that endangers other pupils;
4. continuing failure to complete lesser school punishments such as detentions;
5. illegal activities on a school site, at a place of authorised work experience or on journeys to or from school;
6. racial abuse or harassment;
7. harassment, intimidation, or verbal abuse of staff or pupils;
8. failure to respond to the school's usual range of sanctions.

Principle Of Procedural Fairness

In facilitating procedural fairness at Unity Grammar College a student facing the possibility of expulsion from the school will;

1. have a right to a hearing at which the student will be;
 - a. informed of the alleged infringement
 - b. informed as to who will make the decision on the penalty;
 - c. informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegations and
 - d. afforded a right of review or appeal.
2. The Principal, in consultation with the Assistant Principal, will reach a preliminary decision in relation to the allegation and any penalty to be imposed and advise the student (and parent/s/guardian/s) of that view. The student (and parent/s/guardian/s) would be advised that, if they wish this preliminary decision to be reviewed, they may make application for a review to the Principal and submit any information they want to be considered during the review process.

Students also have the right to appeal preliminary decision to the College Board (see Appeal Procedure p.19).

Types Of Exclusion

i. **Fixed Term Exclusion- suspension**

The Principal may exclude a pupil for a short period of time in any school term. The exclusion should be regarded as a 'cooling of period' during which time reports on the pupil and meetings with parents can be arranged with the intention of the child returning to school.

ii. **Permanent Exclusion- Expulsion**

This will be used when the Principal decides the pupil should not return to school. This sanction is a last resort and will only be used when it is deemed that allowing the pupil to remain at school would be seriously detrimental to the education or welfare of the pupil, or to that of others at the school.

Appeal Procedure

Parents or caregivers can appeal the Principal's preliminary decision to expel a child from the College by making a written submission to the College Board. This must be done within one (1) school week of receiving notification of their child's expulsion. The College Board will then be decided if the preliminary decision is final or if there should be recommendations for an amendment to the preliminary decision based on the additional information provided.

The Principal will reconsider the matter and his preliminary decision in light of the Board's recommendations to expel the student before making a final decision in the matter.

CHILD PROTECTION POLICY

The focus of this policy is Unity Grammar's duty of care in the protection of children from abuse. The procedures followed must also be in accordance with all relevant legislation, and will take into account other appropriate Practices and guidelines aimed at the protection of children. The school's policy and detailed procedures will be amended from time to time to take into account amendments to legislation and regulations.

This document sets out the school's policy in broad and general terms. Further information and advice can be gained from the Principal and further details can be found in the "AIS Child Protection Policy Guidelines" as amended from time to time and from the various Acts and Regulations.

Reporting Obligations and Procedure

- A. Any member of staff to whom a reportable allegation is made or who becomes aware of a reportable allegation or conviction must report this to the Principal.
- B. Any member of staff who has reasonable grounds to suspect that a student is at risk of harm and those grounds arise during the course of or from a member of staff's work must report the name, or a description of the student and the grounds for suspecting the student is at risk of harm to the Principal.
- C. If the student is under 16 years of age the Principal must advise the Director-General of the Department of Community Services.
- D. If the reportable allegation is against the Principal or if the student is at risk of harm by the Principal, the report should be made to the Chairman of the College Board.
- E. When the Principal receives a report from a member of staff he must, where required by law, report the matter to the Police, the Director-General of Community Services and/or the NSW Ombudsman.
- F. The Principal must ensure that no person reporting to him under this section of policy is disadvantaged as a result.

It is important to realise that the failure to report allegations of reportable conduct or a suspicion of reportable conduct of a child who is under 16 years of age, based on reasonable ground, is an offence under Section 316 of the NSW Crimes Act.

Investigation Protocols and Procedure

- A. You not to investigate allegations or suspicions of abuse. Investigations must only be carried out by investigators specifically appointed for the purpose.
- B. You are required to report any allegations or evidence of abuse only to the nominated person and discussion with others should be avoided or limited to persons in your privileged communication path (normal reporting line). Failure to limit your communication in this way will not only be a breach of this policy, but will result in you not being protected under the law from potential civil proceedings for defamation.
- C. The Principal or the Principal's nominee will report any matter that has been notified, as required by the relevant legislation. You will be advised of the action taken. If it is decided that there are not 'reasonable grounds to suspect' abuse and consequently the matter is not going to be reported by the Principal, you as the original notifier, will have an obligation under the legislation to report if you believe that reasonable grounds exist.

- D. If a student discloses abuse to you, you are obliged to report the disclosure as stated above but you must not investigate the matter.
- E. Investigation of allegations or evidence of abuse must only be carried out by appointed investigators (from DOCS or elsewhere) whose duties will include informing parents or Caregivers that a notification has been made. You should not make any contact with parents or Caregivers regarding the notification unless specifically authorised to do so.
- F. You are required to confer with the Principal before responding to a request by DoCS or any other officers to attend an interview with a child (victim). You cannot be required by DoCS to attend such an interview) and the pros and cons of attendance need to be carefully assessed before a decision is made.
- G. You may be required to report in a detailed manner on any matter regarding reportable conduct about which you have notified or been notified. The confidentiality of such a report will be maintained unless otherwise required by a court order. Information relating to any matter of child abuse is to be entered on the appropriate form.

Legislative Requirements

Recent legislation requires that, to continue to be employed, you must give the school an assurance that you have not been found guilty of a sexual offence or an offence against the person of a student or a child [Commission for Children and Young People Act 1998 (CCYP)].

The College places a very high priority on its efforts:

- I. **To protect children in its care from abuse; and**
- II. **To protect staff from mischievous and false allegations.**

YOUR COMPLIANCE WITH THE REQUIREMENTS OF THIS POLICY WILL ASSIST IN THE COLLEGE'S EFFORTS TO ACHIEVE THESE IMPORTANT OBJECTIVES.

Notifying Relevant Authorities Of A Reportable Allegation

The principal will, as soon as practicable after being satisfied that the investigation has been concluded:

- A. Send to the Ombudsman a copy of any report prepared or provided to the Principal as to the progress or results of the investigation, and copies of all statements taken in the course of the investigation and of all other documents upon which the report is based;
- B. Inform the Ombudsman of the action that has been taken or is proposed to be taken with respect to the reportable allegation, and whether the College proposes to take any disciplinary or other action in relation to the member of staff and the reasons as to why it has taken such actions;
- C. Send to the Ombudsman any written submissions made to the Principal concerning any such allegations that the member of staff wished to have considered in determining what (if any) disciplinary action should be taken against them;
- D. Notify the Commission for Children and Young People of the completed relevant disciplinary proceedings, unless the allegation was found to be false, vexatious or misconceived.

Pastoral Care

- A. Where a student is at risk of harm, the Principal will as soon as possible advise the student's parents or caregivers unless he is satisfied that:
 - I. The Department of Community Services intends to notify the student's parents or caregivers promptly, and
 - II. That the College will not be in breach of its duty of care to the student or to other students by not advising the student's parents or caregivers
- B. The College will make available its appropriate staff (e.g. counsellor) to provide support to:
 - I. Any student who is at risk of harm or the person to whom reportable conduct has allegedly been directed;
- II. Where relevant to the families
- C. Refer these people to external agencies able to provide relevant care and support.

Employment

Unity Grammar will fulfil its obligations under the Commission for Children and Young People Act 1998 (CCYP)]. Specifically:

- A. The College will not engage a person in child-related employment without first requiring the person to disclose whether or not that person is a prohibited person. Applicants will need to sign a "Declaration of prohibited employment" form prior to consideration of their employment.
- B. A member of staff who becomes a prohibited person must immediately inform the Principal and resign from employment with the College,
- C. The College will carry out all relevant procedures of employment screening of a preferred applicant before employing that applicant, "Working with Children Check".
- D. The College will notify the Commission for Children and Young People of the name and other identifying particulars of a person whose application for child-related employment with the College has been rejected primarily because of risk assessment in employment screening

Records

- A. The College will keep accurate records of all matters required by this policy.
- B. The College will collect and hold personal information relating to the Working with Children Check in accordance with Data Protection Principles endorsed by the NSW Privacy Commissioner.

The College will keep securely and indefinitely records relating to reports to the Ombudsman.

ATTENDANCE POLICY

School Attendance

In line with the current law in NSW pertaining to school attendance all children enrolled at Unity Grammar College are legally required to be at school on all official school days.

Student's absence from school means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. Where this happens, the impact will be felt long after the student has left school.

Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way. This can affect the progress of all students in the class, not only those missing, and can make classroom management difficult.

School attendance helps children develop social skills, such as friendship building, teamwork, communications skills and healthy self-worth.

Parental support for attendance programs is vital. It is necessary for the school and parents to develop a partnership in their approach to student attendance that highlights both the school's and the parents' responsibilities in this area.

Parents should notify the school in advance of any absence, where practicable.

Requests for Leave of Absence

Where long term leave is foreseen or planned, such as for an overseas trip, the parents must complete a **Leave Request form** and seek the Principal's approval **at least 1 term prior to the leave date**. Parents should note that this request may be declined in the event the leave is excessive or the Principal believes that such a prolonged absence will adversely affect the student's ability to successfully complete learning outcomes for their current school year.

Unapproved leave will result in the issuing of a compliance letter and the student's enrolment will become probationary immediately. This may result in a student forfeiting their promotion to the next grade or may result in the termination of a student's enrolment.

Student Attendance Roll

Attendance Registers

Unity Grammar College uses the school management system, SchoolPRO, to maintain an electronic version of attendance.

1. Records of student attendance are required for all students enrolled at the school because of the need to:

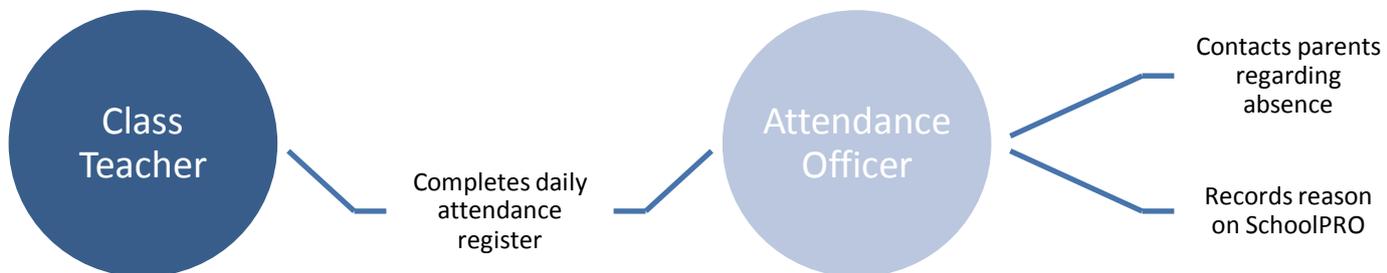
- monitor the legal requirement for students under seventeen (17) years to attend school
- discharge schools' duty of care for all students including those over the compulsory school age
- supply accurate information for audit purpose

2. The attendance roll is a permanent record of the attendance of all students.

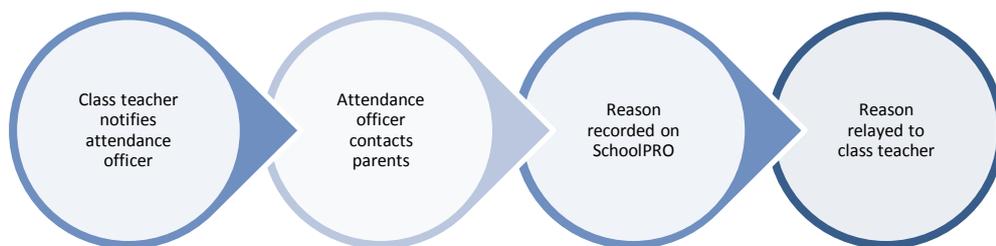
- Roll call teachers will mark the attendance roll each day.
- Attendance and absence records will form part of each child's half year and end of year progress report to parents.

Monitoring Attendance

4. Parents of absent students are required to provide a written note, detailing the reason/s for absence. These notes are to be retained in each student’s personal file. **Single day’s absence**



Two consecutive days absent



Weekly and Termly Audits

The Attendance Officer conducts weekly audits of unexplained absences and a report is emailed to class/roll call teachers. Teachers are required to send home a letter requesting an explanation of absence (see appendix). At the conclusion of each term, the Attendance Officer follows up any outstanding unexplained absences by contacting parents.

5. Staff members are to bring to the attention of the Assistant/Deputy Principal any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted. The Assistant/Deputy Principal will advise the Principal of concerns in relation to attendance of a student. The Principal will, after consulting with the class teacher, attendance records and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Principal will be determined on a case-by-case basis. However, they may include:

- Initial telephone contact with parents
- Counselling sessions for parents and/or students
- School attendance as a prerequisite to extra-curricular activities

6. The school will immediately notify the parents/caregivers of any unexplained absences or suspected truancy. Ongoing truancy issues will be reported by the Principal to the appropriate welfare and government agencies.

Late arrivals

- i. Students who arrive after the morning school assembly has concluded (8.40 a.m.) are considered to be late therefore they will need to be accompanied by a parent to the administration office.
- ii. Late arrivals will need to be signed into the late arrival register and a late note will need to be completed by the administration officer and given to the students to present to the classroom teacher.
- iii. Any student, who repeatedly arrives late, up to five late arrivals, will need to be reported to the Principal or his delegate by the administration office. A compliance letter may be issued subject to the nature of the absence and this may be followed by a parent meeting.

Early Departures

- i. Students that leave school early will need to be signed out in the early departure register at the administration office by a parent.
- ii. An early departure slip must be completed by the administration officer and put into the class role for that student. **Early departures will not be processed after 3.00pm daily.**
- iii. Any student, who repeatedly leaves early, up to five early departures, will need to be reported to the Principal or his delegate by the Administration Office. A compliance letter may be issued subject to the nature of the absence and this may be followed by a parent meeting.

Flexible Attendance

Students with flexible timetables in stage 6 may, strictly at the discretion of the Principal, be exempt from part of the school day. It will be marked under code "F": The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:

- HSC pathways program
- Trial or HSC examinations
- VET courses

Register of Enrolment

The student administration unit at Unity Grammar will at all times maintain a register of enrolments of all students attending the school, and keep on record information pertaining to previously enrolled students for at least five (5) years after which a student ceases to be enrolled at Unity Grammar. The register will contain such information as;

- a. Name, age and address details
- b. The name and contact numbers of parent(s)/guardian(s)
- c. Date of enrolment, and date of leaving the school and destination school where appropriate
- d. For student older than six (6) years, previous school or pre-enrolment history
- e. Where the destination of a student under seventeen (17) years of age is unknown, evidence that a Department of Education and Training Officer with home liaison responsibilities has been notified of the student's name, age and last known address.

All records will be kept in hard copy and electronic form.

In addition the School will ensure that a daily attendance record is maintained that includes the following information;

- a. Daily attendance which may be recorded by noting daily absences
- b. Daily absences
- c. Reasons for absences
- d. Documentation to substantiate reason for absence

Ministers delegation under section 25 of the *Education Act 1990*

The School will ensure that for all students under the legal leaving age of seventeen (17) year, the school will maintain policies and procedures as outlined to ensure

- i. that clear information is given to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- ii. undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring.
- iii. attendance records are maintained in an approved format and are an accurate record of the attendance of students
- iv. must ensure that the DET Home liaison Officer is informed of attendance problems and issues.
- v. that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school

The register of enrolments will be retained for a minimum period of five (5) years before archiving. The register of daily attendances will be retained for a period of seven (7) years after the last entry was made.

The College has applied the *Minister's Attendance Register Codes* to ensure compliance.

UNIFORM POLICY

Values

Justice, equality, non-competitiveness and community.

Rationale

The wearing of school uniform:

- allows students to identify with their school community and to state clearly that they belong to, and are loyal to that community and its principles.
- provides parents with a practical, economical means to appropriately clothe their children for school life.
- reduces the competition and pressure for particular styles of clothing. Different attitudes to the importance of clothing are minimised, and differences in socio-economic backgrounds of school families are made less apparent.
- contributes to the development of self-discipline and good grooming habits in students.
- allows members of the wider community to identify students with our school.
- 1.6 ensures modest and appropriate dress for students in an Islamic school context. The purpose for a policy on school uniform is to provide for parents and students a clear and common understanding of what is required in the wearing of a school uniform.

Policy

Our uniform reflects the distinctive nature of Unity Grammar College and encourages a sense of belonging and provides a visible identity in the community.

It is College policy that all children attending Unity Grammar are dressed in the correct school uniform while at school, travelling to and from school and when representing the school at all activities, be they sporting, community functions, or excursions.

Guidelines

The school uniform is to be worn by all students.

- School uniform will be checked by teachers every morning.
- Any student falling out of full school uniform will be given an official written warning, and after their third warning the parent will be contacted.
- The Assistant Principal/Deputy Principal or delegated personnel will contact the parent and follow up the matter to ensure adherence to the policy for primary school students.
- The roll call teacher or delegated personnel will contact the parent and follow up the matter to ensure adherence to the policy for high school students.

Any student not in school uniform is to provide a note to the class or roll call teacher in the first instance.

Teachers are required to issue a uniform letter to inform parents and consequently seek an explanation or remind the parents of the policy. Teacher will report repeated uniform infringements to the Assistant Principal or Deputy Principal for follow up with parents.

Parents are expected to support the school in the matter of correct uniform. No excuses will be tolerated.

Should a parent have financial hardship in providing for specific uniform items the College will do all it can to provide support. Parent must apply to the Principal or his delegate for consideration.

Consequences

Parents and school staff must be fully informed of uniform requirements and will be reminded periodically through administrative memos, newsletter and at the commencement of each school year. Students are to be encouraged to take pride in the wearing of their uniform and in their representation at all times.

School Uniform

The school uniform consists of the following:

Girls: K to 6

- Unity Grammar tunic
- Unity Grammar long sleeve blouse
- Navy blue woollen stockings
- School tie
- Closed black school shoes
- Unity Grammar blazer (compulsory in terms 2 & 3 only and at official school ceremonies)
- Woollen jumper (optional)
- Unity Grammar school scarf for primary students (Year 3 – Year 6 only)
- Unity Grammar school cap

Boys: K to 6

- Grey school trousers
- Long sleeve sky blue school shirt
- Grey socks
- School tie
- Closed black school shoes
- Unity Grammar blazer (compulsory in terms 2 & 3 only and at official school ceremonies)
- Woollen jumper (optional)
- Unity Grammar school cap

Girls: 7 to 10

- Unity Grammar school skirt
- Unity Grammar long sleeve blouse
- Navy Blue woollen stockings
- Closed Black school shoes
- Unity Grammar high school scarf with navy bond underneath
- Unity Grammar blazer (compulsory in terms 2 & 3 only and at official school ceremonies)
- Woollen jumper (optional)
- Unity Grammar school cap

Boys: 7 to 10.

- Unity Grammar navy blue blazer
- Unity Grammar grey school pants
- Unity Grammar blue school shirt
- Unity Grammar school cap
- Unity Grammar school blazer
- Woollen jumper (optional)
- Grey school socks
- Tie

Boys: 11 to 12.

- Unity Grammar navy blue blazer
- Unity Grammar navy school pants
- Unity Grammar white school shirt
- Unity Grammar seniors school cap
- Woollen jumper (optional)
- White school socks
- Unity Grammar seniors tie

Girls: 11 to 12.

- Unity Grammar navy blue blazer
- Unity Grammar navy skirt
- Unity Grammar white school shirt
- Woollen jumper (optional)
- Navy Blue knee high school socks
- White scarf

Sports Uniform

- Sports tracksuit (sport days and when requested by school)
- Unity Grammar long sleeve polo during winter for all years
- Short sleeve polo during summer for girls K – 2 and all boys.

All school uniform items are available at the school Uniform Shop

Uniform and Grooming Guidelines**3.1 Wearing uniform off the school site**

Students wearing uniform off the school site (travelling to and from school, shopping after school, on excursions) are expected to remain in complete uniform and obey all grooming requirements.

3.2 Leaving the school in the afternoon

Students leaving the school at the end of the day are expected to wear full uniform properly. Some after school activities necessitate students changing before leaving school. In this case they should completely remove all uniform items, and leave in "civilian" clothes.

3.3 Uniform changeover dates

As term dates and uniform requirements vary, parents will be notified in the school newsletter.

3.4 Size and condition of uniform items

- All uniform items should be of a size appropriate to the wearer. In particular, undersized dresses and sports shirts are not acceptable.
- Uniforms items should be replaced when excessively faded, torn (unless tidily repaired), worn or undersized.

3.5 Hair

Hijab is compulsory for all girls in years 3 and higher.

Girls in years K to 2 must wear their hair in a clean, neat and tidy manner.

- Girls' hair should be tied back if it extends beyond the shoulders.
- Boys' hair should not be touching the collar.
- Fringes should not extend below the eyebrows.
- Hair that could fall over the face should be tied back securely.
- Extreme hairstyles, including shaved or "number 1", mow hawks, tracks, dreadlocks and undercuts are not acceptable. Hair should be of an even length and 'blended' so that no side appears much shorter than any other side, ie standard short haircuts
- Hair should not be coloured to an unnatural colour or pattern, and no gel or hair spray is allowed.
- Beards are permitted but need to be neat and tidy.

3.6 Hair Accessories

(Including ribbons) should be discreet and in the colours of navy blue or white.

3.7 Hats

The wearing of hats when outside is an important precaution against the incidence of skin cancer.

- School hats are to be worn for all outside activities all year round for all students (including coming to and from school). Hats may only be removed when outside to complete specific activities which are impossible to complete wearing a hat, and then only under the specific instruction of the supervising teacher. They should be replaced immediately once the activity is completed.
- Hats may be removed when under full shade of buildings. Trees do not provide full shade.
- School hats should be worn with dress uniform at all times
- Hats in poor condition or with writing on the outside or underside of brim will be required to be replaced.
- Hats should be worn outside for all school activities, even those not requiring the wearing of uniform. Non-uniform hats may be worn when students are out of uniform, but the style must provide a level of sun protection equivalent to the school hats.

3.8 Jewellery

- Earrings

Not permitted or exposed (for older girls). This is for the safety reasons.

- Rings

Wearing of rings is not permitted as safety issues can arise during a variety of school activities.

- Necklaces and Chains

Necklaces, chains and other jewellery worn around the neck should not be worn while in school uniform. (Medical information chains may be worn but not be exposed).

- Body Piercing/Body Art

This activity is completely unacceptable.

- Other Jewellery Items

Other than wristwatches, items of jewellery not mentioned in the above should not be worn while in school uniform.

3.9 Makeup

- Not permitted (except for medical reasons and where permission from the school is sought and granted)
- Coloured nail polish is not permitted. If worn outside school, coloured nail polish should be removed completely before arriving at school.
- Nails should be neatly trimmed and false nails are not permitted.

3.10 Jumpers/Pullovers

- Pullovers are not permitted
- Woollen School jumpers are optional and can be purchased from the Uniform shop. The jumper available from the uniform shop is the only acceptable jumper for years 7-12.

3.11 Blazers - Winter Uniform

- Students are required to wear their blazer at school assemblies, official events, or whenever it is required during Term 1 & 2 worn and must be worn at all times in Terms 2 and 3.
- Blazers must always be worn as the top layer ie. jumpers must not be worn as the top layer in Terms 2 and 3.
- Blazers must not be placed in bags, or left on top of bags outside classrooms.

3.12 Additional underwear

Students may choose to wear additional layers of clothing under their school uniform such as thermal underwear. However, these **MUST NOT BE VISIBLE**. In particular, t-shirt neckbands and sleeves protruding from sports shirts, or dark coloured and patterns showing through shirts are not acceptable.

3.13 Sports shirts

- Sports shirts may be worn untucked.
- When tracksuit jackets are worn, the sports shirt should not protrude below the tracksuit jacket. If necessary, the shirt should be tucked in.

3.14 Tracksuit pants

Tracksuit pants should be worn zipped up. Wearing these unzipped increases wear and tear on tracksuit pants.

3.15 Girls Socks

No ankle socks to be worn.

3.17 Boys socks

All socks should properly cover the ankle and be clearly visible above the shoe.

3.18 Sports shoes

Sport shoes should be designed for sport ie. Be flexible and support arches.

4. Identification and Ownership

- All uniform items should be clearly and appropriately labelled with the current owner's name (printed labels are highly recommended).
- Spot checks will be conducted by staff from time to time.

STUDENT LOCKER POLICY

Introduction

All lockers made available for student use on the school premises are the property of the College. These lockers are made available for student use to store school supplies and personal items necessary for use at school. These lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by Law or school rules.

The student's use of the locker does not diminish the College ownership or control over those items. The College retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco.

Unity Grammar College has in place the following rules and regulations pertaining to the provision and use of school lockers:

Issuance of Lockers

Students complete 'locker hire form' and after payment of the annual hire fee of \$30 a locker is issued against the name of the student.

Locks

The College will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

Use of Lockers

- I. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by Law or College rules.
- II. Lockers can only be accessed by students in the morning before roll call, during recess, second half of lunch and after school. Students will not be permitted to access lockers during class lessons.
- III. Students who do not follow the rules pertaining to the use of lockers as described in this policy will have their access to locker suspended or cancelled completely.
- IV. Students will be expected to keep their lockers in a clean and orderly manner.
- V. No food or drink is to be stored in lockers.

The school assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.

Authority to Inspect

The College retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule 3. All inspections of student lockers shall be conducted by the Principal, his designee, or a member of the administrative staff designated in writing by the Principal.

Inspection of Individual Student's Lockers.

A. The inspection of a particular student's locker will not be conducted unless the Principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by Law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 6 of this policy.

B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

Inspection of All Lockers

- A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or his designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:
- an interference with school purposes or an educational function,
 - a physical injury or illness to any person,
 - damage to personal or school property, or
 - a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- A. When the school receives a bomb threat;
- B. At mid-term, end of grading period, before school holidays to check for missing library books, or lab chemicals, or school equipment;
- C. When there is a reasonable belief that weapons are stored in the lockers.
- D. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

Student Material

When conducting an inspection pursuant to these rules, the inspector shall take care to Avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the Principal or his designee as he or she deems appropriate, including:

1. return to the proper owner or place, unless it poses a threat to health or safety;
2. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under rules in this Student Handbook;
3. delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or destruction.

Involvement of Law Enforcement Officials.

- A. The principal or his designee, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 1. to identify substances which may be found in the lockers; or
 2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
- B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

Locker Cleaning

Nothing in these rules shall affect members of the staff, who at the direction of the Principal or his designee, clean out:

- A. lockers from time to time in accordance with a general housekeeping schedule, or
- B. the locker of the student no longer enrolled in the school.

Publication of Rules

A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrolment in the school. Copies of the rules shall be posted in the Administration office and other prominent places generally used for announcements to students.

Unity Grammar College

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