Learning and improvement, Equity, Optimism, Resilience & Celebration
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GUIDELINES FOR ARRIVING AFTER SCHOOL STARTS / DEPARTING DURING THE SCHOOL DAY

Arriving After 9.00am
⇒ report to the front office
⇒ identify him/herself and sign in to receive a late receipt from the front office staff (the computer will record the reason for the lateness and it is automatically updated into EDSAS) in most cases, the student will be required to make the time up.
⇒ report directly to their class lesson
⇒ show the late note to the class teacher AND THEN
⇒ hand the late note to the home group teacher for their records
⇒ Home group teacher negotiates the make-up time

make up the time lost at the end of the day or within the week (legitimate appointments and illness covered by a note are exempt)

Absent for a period of time during the day
(except for lunch periods).

We ask that the parent/guardian write a brief note in the student’s diary to explain the need for the absence and that this is shown to the home group teacher at the beginning of the day.

UPON LEAVING
⇒ show the note to the current class teacher prior to departure
⇒ leave classroom and immediately report to the front office
⇒ student to show note to office staff and ask to be “SIGNED OUT”, which will then be recorded through the computer
⇒ student indicates the time that he/she is likely to return

UPON RETURNING
⇒ report to the front office directly
⇒ identify him/herself to the office staff and is SIGNED IN
⇒ return to class
⇒ show the original note to the current teacher to explain absence.

Leaving Early
We ask that the parent/guardian write a brief note in the student’s diary to explain the need for the absence and that this is shown to the home group teacher at the beginning of the day.

UPON LEAVING
⇒ show the note to the current class teacher prior to departure
⇒ leave classroom and immediately report to the front office
⇒ student to show note to office staff and ask to be “SIGNED OUT”, which will then be recorded through the computer
⇒ student indicates that he/she is not returning for the rest of the day

Reviewed October 2012
## MONDAY - FRIDAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40</td>
<td>Yard Entry</td>
</tr>
<tr>
<td>9:00</td>
<td>Home Group/Reading</td>
</tr>
<tr>
<td>9:25</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>10:05</td>
<td>Lesson 2</td>
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<tr>
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<td>Recess</td>
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<tr>
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<td>Lesson 3</td>
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<tr>
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<td>Lesson 4</td>
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<tr>
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<td>Lesson 5</td>
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<tr>
<td>1:05</td>
<td>Lunch</td>
</tr>
<tr>
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<td>Warning Bell</td>
</tr>
<tr>
<td>1:45</td>
<td>Lesson 6</td>
</tr>
<tr>
<td>2:25</td>
<td>Lesson 7</td>
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<tr>
<td>3:05</td>
<td>Home Group</td>
</tr>
<tr>
<td>3:10</td>
<td>End of Day</td>
</tr>
</tbody>
</table>
Guidelines for Student Attendance

- Lesson Times are 9.00am – 3.10pm.
- The school is open from 8.40am for students to begin arriving at school.
- If a student is going to be away please ring the school to let them know and send a written note when the student returns.
- If a student arrives after 9.00 am they must report to the front office.

The school will contact you if any absence is unexplained or when regular absences occur.

COMPULSORY ENROLMENT AND ATTENDANCE AT SCHOOL

Under the Education Act of South Australia, parents and/or caregivers are held responsible for the regular attendance of all children in their care.

All children aged between 6 and 17 years of age must be enrolled and attend school regularly.

IS REGULAR ATTENDANCE IMPORTANT?

Yes: from the first day! If students miss the basic skills in the early years of school, they often experience difficulties later.

It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at high school.

6 days absence per term from Junior Primary to end of Year 7 equals 1 year of schooling missed.
Half an hour late each day equals 5 days absence per term.

MUST I SEND MY CHILD TO SCHOOL?

Yes: All children between the ages of 6 and 17 years are required by law to attend school regularly.

MUST I SEND MY CHILD EVERY DAY?

Yes: unless

- The child is too sick to attend.
- The child has an infectious disease like chicken pox, mumps or measles.
- The child is incapacitated by injury preventing movement around school.
- The child is accompanying his or her parents and/or caregivers on a family holiday, which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence, and an exemption from school obtained.
- The principal is provided with an acceptable reason preventing the child's attendance.

Wherever possible, dental and medical appointments should be made out of school hours.

MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?

Yes: You are responsible for notifying the school of absences as they occur. On return to school, notes must be supplied to cover absences.

SHOULD I NOTIFY THE SCHOOL IF MY CHILD REFUSES TO GO TO SCHOOL?

Yes: You should contact the Principal and seek assistance immediately.

WHAT KIND OF ASSISTANCE IS AVAILABLE?

Student Attendance Counsellors are members of professional teams providing a supportive service to students, parents and/or caregivers and school staff. They aim to assist with the full participation of all students in education.

WHAT IS THE ROLE OF THE STUDENT ATTENDANCE COUNSELLOR?

Student Attendance Counsellors may assist by:

- Working with students in a supportive counselling role
- Visiting students at home and consulting with parents and/or caregivers
- Identifying reasons for student non-attendance and making appropriate referrals
- Monitoring student attendance and reviewing progress as necessary

Reviewed October 2012
It is vital for both you and your child that good communication exists between you and the school. Whenever a concern exists or information needs to be passed on, it is important to keep everybody well informed.

To facilitate this communication process the school has set in place the following:

**THE DIARY**
The following should be recorded in the diary as it becomes a permanent record for later reference:
- all notes from parents/guardians to and from teachers
- absence notes
- all matters of a planned nature (eg dental appointments)
- requests for interviews
- points of concern

**THE TELEPHONE**
When the diary is not an appropriate or an immediate contact needs to be made then the telephone is the best alternative.

Staff will contact parents when:
- a student needs medical attention
- a student has had some difficulty at school
- concerns need to be passed on immediately

Parents/guardians please contact us by phone if
- you prefer to speak to people rather than write a note
- immediate action needs to be taken
- delicate interviews need to be arranged

For these reasons it is essential that the school has a current phone contact for all students.

**PROGRESS REMINDERS**
Teaching staff will send home Progress Reminders when there are concerns students are not going to hand up work on time, which means completing their SACE satisfactorily is compromised parents/caregivers are invited to work with teachers and year level coordinators to ensure homework and assignments are handed in on time and are to the highest standard possible for best results.

Reviewed October 2012
GUIDELINES FOR SCHOOL DIARY

All students will be issued with a school diary at the beginning of the year.

THE PURPOSE OF KEEPING A DIARY IS TO
- foster the personal organisation skills of the student.
- record homework commitments and assignment due dates
- record appointments and interview details
- record results and achievements
- make notes about special requirements for excursions, PE etc.

And to provide two-way communication between school and home
- formative reports
- notes to parents and from parents
- notes to teachers
- record of events at school that need to be noted at home
- notes providing consent to leave the school grounds for specific purposes

OWNERSHIP OF THE DIARY
The diary will be issued by the school as part of the basic stationery package at the beginning of the year. The student will own the diary and staff, parents and students will have shared access and use of the diary.

CARE OF THE DIARY
- The responsibility for keeping the diary in good condition is with the student
- Diaries should not be defaced in any way (eg no graffiti)
- The student will be expected to buy a new diary if lost.

GUIDELINES FOR HOMEWORK

The Aim of the Guidelines is to:
Guide all students toward the situation where they assume responsibility for their own learning.

Homework:
- is encouraged for all students
- may vary from student to student according to class progress or interests
- may be set to be completed over a period of several nights or by a set date.

It is the responsibility of the students to:
- record their work in their diary
- complete homework on time
- discuss with teachers any problems which may arise and if necessary, to obtain a note from parents to explain problems, accidents, or non completion
- arrange for extensions if possible
- plan the use of their homework time, setting aside time for reading, revising and completing class work

Reviewed October 2012
We believe our School Dress Code:
- contributes to a sense of unity and pride in our School
- contributes to the development of a supportive school environment by reducing the levels of competitive dressing
- increases the safety of students both in the school and on excursions
- increases the profile of the school in the wider community
- is cost effective, with a choice of affordable clothing.

Expectations:
All students are required to comply with this Guidelines which promotes plain, neat and modest clothing in the school colours.

Tops:
Navy or White School polo or other navy/white plain shirt

Bottoms:
Navy or Black Shorts, skirt, jeans, tracksuit or other pants

Jumpers:
Navy School or other plain

Covered shoes, suitable for all sporting and practical subjects to be worn everyday

Senior tops as endorsed and purchased through the school

NB: Logos may appear over the pocket position but must be no larger than a credit card. The size restriction does not apply to the school emblem

Unacceptable Items Include:
- Shorts: bike, football
- Elevated shoes, ugg boots, thongs
- Tank tops, singlets and crop tops
- Dirty and extremely worn clothes
- Any form of clothing that promotes illegal activities, including substance misuse and offensive or abusive language.
- Jeans with holes in them and cut-off jeans

Acceptable Jewellery Includes:
- Ear studs/sleepers
- 1 Flat ring
- 1 Bracelet
- Watch
- Medic-alert bracelets/chains
- 1 Neck chain

N.B. No jewellery that poses a risk under OHS Guidelines is permitted to be worn during practical activities as instructed by the teacher/lecturer

Exemptions
The Principal may exempt students from the School Dress Code upon request from parents/caregivers.

Grounds on which exemption may be sought include:
- Religious
- New students (time to purchase)
- Financial hardship (may allow time payment of uniform)
- Cultural or ethnic
- Itinerant students
- Genuine medical reason

If a student is unable to comply with the School Dress Code for a day due to circumstances the parent/caregiver is requested to write a signed note in the diary.

Reviewed October 2012
Guidelines for Drug Use & Misuse

Drug use/misuse impacts on all aspects of an individual's health and well being. These guidelines applies to all school activities and events. Community members are encouraged to promote health and wellbeing by
- Modelling health promoting attitudes and health promoting social behaviour
- Promoting preventative health programs and dealing responsibly with incidents as they arise

Curriculum:
We aim to assist students in developing skills in making responsible decisions using the HARM MINIMISATION concept. This approach focuses on preventing and reducing drug related harm, including prevention, early intervention, specialist treatment, supply control, safer drug use and abstinence

The School is responsible:
During school hours, school activities and events which fall under school supervision.

Confidentiality will be respected:
When police or other legal action is taken.

DECD Guidelines covers the misuse of
The school does not condone:
- illegal drugs
- prescribed & over-the-counter medicines
- solvents & other chemical agents
- consumption of alcoholic beverages
- smoking of tobacco or other drugs
- possession of drug related objects, such as syringes, bongs, pipes, lighters, matches or papers.
The possession, sale, supply and exchange of illegal substances is prohibited on the school premises or when attending any school function.

HOW THE SCHOOL ACTS IN RELATION TO DRUG USE

Medication:
If medication needs to be taken during the school day or at a school activity or function, the school requires written directions from a qualified medical practitioner.
The school must keep medication for a student in the front office. It must be clearly labelled by the Pharmacy with the student's name, home group and details of how and when it is to be administered.
The student must go to the front office to take the medication, except in emergency situations - e.g. allergic reaction to bee stings, asthma attack, etc.

Analgesics:
The school in accordance with DECD Guidelines does not issue analgesics to students.

Possession and misuse of tobacco or alcohol:
The Deputy Principal/Principal will manage the situation and will notify parents and staff. Incidents are reported based on visible proof and/or reasonable suspicion.

Tobacco:
In a FIRST offence, the student will be given up to five days suspension.
On a SECOND offence, suspension for five days will be undertaken.
Should a THIRD offence occur, the student will be suspended for five days and will be referred to DECD Regional Support Services.
Returning to class following suspension involves negotiation between the school, the parents and the students as per our usual Student Behaviour Management Guidelines.
In the case of an incident during a camp, social or excursion parents will be notified and will be required to collect the student from the activity.
Guidelines for Drug Use & Misuse Cont...

Alcohol:
ANY OFFENCE involving alcohol use/misuse will result in suspension of 5 days.
A re-entry meeting will occur and a Student Development Plan will be devised outlining conditions on returning to school.
Support will be offered to students
In the case of an incident during a camp, social or excursion parents will be notified and will be required to collect the student from the activity.

Possession and use of illegal substances:
Where there is reasonable suspicion of possession of drugs, the student will be interviewed and may be asked by the Principal to empty the contents of their bag or locker in the presence of a witness. SA Police can be contacted to perform this duty who will manage the search and interview in accordance with SAPOL procedures.
Parents will be informed prior to a police interview wherever possible. Advice to parents may include referral to specialist advisory services which provide consultation and/or treatment. All action will be documented and placed in the student's file.
Medical attention will be administered when required in a medical emergency.
The Regional Director will be notified.

SPECIAL NOTE:
Smoking is not permitted anywhere on a DECD site.
Energy Drinks - Guidelines

In line with the Education Department’s Policy which supports the banning of the consumption of Energy Drinks containing Guarana Extract (as well as High Caffeine and High concentrations of sugar) on school grounds.

Peterborough High School proposes the following guidelines/ procedure with regard to these drinks

- We actively discourage the consumption of these drinks especially in the morning before coming to school
- Drinks containing these additives such as V, Red Bull, Rockstar, Mother and others are banned on school premises
- The consequence of bringing these drinks to school and or consuming them during the day will be that the drinks will be confiscated and students can collect them at the end of the day, after Home group

Reasons for proposing these guidelines / procedures are:

The consumption of these drinks affects students:

- Attention and concentration rates
- Interaction with other students
- Interaction with staff and school procedures
- Health and well being

Consequences for not following the guidelines:

The energy drink will be confiscated and handed to a member of the Leadership Team (Principal, Deputy or Coordinator).

The student will report to the front office to collect the confiscated item at the end of the school day. If not collected by the end of the day the can and its contents will be disposed of.

A letter, with tear off slip, will be given to the student for signing by the parent / guardian and returned to the front office the next morning.

If an energy drink is confiscated a second time the parent / guardian of the student will need to collect the confiscated item from the school in person. This will include any subsequent confiscations.

Any further breaches of this policy will result in the school Discipline Policy (DECD 1999) being implemented.

Updated: June 16th 2015
AIM: To provide a caring and safe environment for students and staff who are ill or injured at school.

To achieve this at Peterborough High School the following guidelines will apply:

- the Nominated First Aid Person and staff taking swimming lessons to hold a current Senior St. John First Aid Certificate
- maintain First Aid kits for school excursions, OHWS and general use
- recognise that if a student becomes ill at school the best place for them is at home in the care of a parent/guardian
- ensure medications required to be taken by students are monitored according to DECD Health Guidelines
- not to administer analgesics unless on a prescribed medication plan
- provide clear procedures for staff and students to follow if an individual becomes ill or injured at school.

PROCEDURES:

IF A STUDENT IS ILL OR HURT IN CLASS
- report to the teacher in charge of the class and give details of injury/illness
- teacher decides whether:
  - the student remains in class under supervision
  Or the student is sent to the Front Office for further attention
In the event of the student being sent to the Front Office for attention the teacher must either:
  - phone and let the Front Office know the student is coming
  Or send a note with the sick/injured student
  Or send another student to accompany the sick/injured student to the Front Office
In extreme or emergency situations the teacher may need to summon help to the classroom ie
  - teacher near by
  Or phone Front Office/Administration area
  Or send a student with a message to the Front Office

IF A STUDENT IS ILL OR HURT IN A NON-CLASS SETTING
- report to the nearest teacher and give details of injury/illness then follow the procedure above
Or report directly to the Front Office who follow the procedure outlined below

ONCE THE STUDENT ARRIVES AT THE FRONT OFFICE
- the Nominated First Aid Person is informed
- the student is placed in the sickroom, monitored and minor injuries tended to
- if necessary, the parent/guardian is contacted to arrange for the student to be taken home or to the doctor/hospital.
- if the doctor/hospital is needed and the parent is unable to be contacted then transport is arranged through the Nominated First Aid Person.
- ultimately the student will either return to class or leave the school grounds

Reviewed October 2012
**STUDENT HEALTHCARE/MEDICATION WHILE AT SCHOOL**

In accordance with DECD Guidelines trained school staff will administer first-aid to all staff and students when the need arises. However, ongoing health care.medication requirements should be primarily the responsibility of the parent or caregiver.

If it is necessary for students to receive medication or other health related procedures while at school, a negotiated health care plan, which is acceptable to the medical practitioner, caregivers and school staff must be provided. A written consent note together with a visit from the caregiver may be sufficient to begin treatment, until the plan is established.

All medication sent to school must be supplied in a pharmacy labelled container, with no more than one week’s supply to be sent to school at any one time.

Analgesics (eg PANADOL) can no longer be supplied by the school. Analgesics may be administered by the staff if they are accompanied by a medication plan, written by a qualified medical practitioner. Alternatively, caregivers may administer analgesics (& other medications) to students at appropriate times during the school day.

It is strongly recommended that students requiring antibiotics 3 times a day receive them at home (morning, after school and at bedtime) to reduce the need to send this medication to school.

**ASTHMA MEDICATION**

A Health Care Plan must be documented. The school will administer Ventolin in the case of an emergency. Known asthmatic students are encouraged to carry their medication with them and to leave spare/emergency medication at the Front Office with the appropriate medication plan.

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**Accident/Stressful Incident**

- **Did the incident result in lost time and/or medical expenses?**
  - YES
    - Data entered into EDSAS if applicable
    - Exempt Employer Report Form completed and signed by Principal
    - Originals sent to OHS&W Unit:
      - GPO Box 1152
      - Adelaide SA 5001
      - Courier R117
      - Data entered, copy stamped and filed
    - WorkCover forms received by Claims Management Unit within 1 week
  - NO
    - Fatal Incident
    - Cease work and secure site
    - Fatal Incident
    - Accident
      - Report to Line Manager
      - Investigation by Principal/H&S Rep/relevant person(s)
        - Complete ED155M
      - Cease work if necessary (short/long term)
      - Implement action and record
      - ED155M signed by Principal/OHS&W Rep
      - Sent to OHS&W Committee/Staff meeting for review (when appropriate)

- **Fatal Incident**
  - Data entered into EDSAS
  - Copy stamped and filed
  - WorkCover forms received by Claims Management Unit within 1 week

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Reviewed October 2012
**GRIEVANCE PROCEDURES**

**PARENTS**

There may be times during your child’s schooling when you have concerns about a range of matters:
- Principal’s performance or decisions,
- School Guidelines,
- Teacher or classroom activity,
- Student issues

When these arise you have two choices:
- Do nothing.
- Do something.

If you choose to “do nothing”, that means that it isn’t a big enough concern to worry you or your child and you can live with the guidelines or decision. You accept it.

If you choose to “do something”, that means you believe you have a grievance (DECD term for a concern or disagreement), and there is a **Grievance Procedure** for you to follow.

If you register a grievance:
- You **WILL** be listened to.
- Your child **WILL NOT** be victimised
- You will be informed of the outcome.

It is important to handle grievances confidentially and carefully, and through the procedures outlined. If we don’t receive information, then we assume that all is well. We welcome the chance to communicate with families in an attempt to give students the best possible chance at school.

If you have a grievance about the Principal’s performance, or a decision, you may contact the school and make an appointment to meet with the Principal to discuss the matter.

If you are not satisfied with the outcomes of this meeting, then you may contact the Regional Director who will take the matter up with you.

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**CONCERN WITH PRINCIPAL’S PERFORMANCE OR DECISION**

CONTACT SCHOOL – ARRANGE TO MEET PRINCIPAL AT A TIME AND PLACE THAT SUITS

RESOLVED

NOT RESOLVED

CONTACT REGIONAL DIRECTOR
(Phone: 8638 1807)
TO ARRANGE A DISCUSSION

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If you have a grievance with a school guidelines, you can contact a Governing Council member and ask for the matter to be raised at the next meeting. You would be welcome to attend to present your case. If you don’t get satisfaction this way, you can see the Principal, and then the Regional Director.
If you have a grievance about a teacher or a classroom activity, the best thing to do is to arrange a meeting with the teacher concerned and talk it through. The meeting should be arranged at a time that suits both you and the teacher.

If you can’t reach a satisfactory conclusion you can arrange to see the Principal. If this does not resolve your concern, you can approach the Regional Director.

**STUDENTS**

There may be times during your schooling when you have concerns about a range of matters:

- Principal’s performance or decision,
- School Guidelines,
- Teacher or classroom activity
- Student issues.

When these arise you have two choices:

- Do nothing.
- Do something.

If you choose to “do something”, that means you believe you have a grievance (DECD word for a concern or disagreement), and so there is a **Grievance Procedure** for you to follow.

Initially, you may speak to any staff member about the issue. That person will be able to offer support and discuss a range of options with you.
If you require it, you may have another person present at any meeting to provide support.

If you register a grievance:
- You will be listened to.
- You will not be victimised
- You will be informed of the outcome.

It is important to handle grievances confidentially and carefully, and through the procedures outlined. If we don’t receive information, then we assume that all is well. We welcome the chance to communicate with students in an attempt to give you the best possible chance of success at school.

If you have a grievance about
- the Principal’s performance, or decision
- a School Guidelines
- a Teacher or classroom activity
you may use the same Grievance Procedures as outlined in the parent section of this pamphlet.

If you don’t get any satisfaction from this meeting, then you can contact the Regional Director who will take the matter up with you.

If you have a grievance about (an)other student(s) you can try to talk to that/those student(s). If you are uncomfortable about this or it doesn’t resolve the issue you can talk to a teacher who can discuss options with you and perhaps mediate for you.

If there is still no satisfactory resolution you can contact the Deputy Principal/Principal and if this does not resolve your concern you can contact the Regional Director.

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**CONCERN BY A STUDENT ABOUT (AN)OTHER STUDENT(S)**

1. **TALK TO OTHER STUDENT**
   - **Resolved**
   - **Not Resolved**
     - **Talk to a Teacher** (e.g., Home Group Teacher, Student Counsellor, Grievance Officer)
       - **Not Resolved**
         - **Contact Deputy Principal, Or Principal**
           - **Resolved**
           - **Not Resolved**
             - **Contact Regional Director** (Phone: 8638 1807)

Parent Complaint Line: 1800 677 435
DECD.parentcomplaint@sa.gov.au

Reviewed October 2012
Guidelines for Student Hygiene

From time to time staff and students become aware of issues concerning student hygiene, primarily cleanliness (personal and clothing) and body odour.

Such matters may cause students to become socially isolated, subject to comment and on occasion subject to harassment. All of these can impede their learning and make school an unpleasant part of their lives. In some cases the problems are such teaching and student learning are affected.

There are a range of strategies that students and their families can use to address these issues:

- Regular bathing / showering
- Use of deodorants (roll-on or pump action at school, not pressure pack) and similar products
- Regularly washing clothes and cleaning footwear. ‘Sneakers’ are often a major problem and need to be cleaned, aired and deodorized regularly
- Consultation with the family GP if the issue is related to a medical condition.

As a school we believe that we have a role to play in ensuring that a student’s social development is addressed in addition to their learning. Hence if issues arise in this area we may do a range of things including:

- Quietly and privately talk to the student about the situation
- Contact parents to discuss the matter
- Offer showering and washing facilities at the school
- Arrange for a change of clothes to be kept at the school
- Provide counselling for students with regard to these matters
- Send a student home to wash and / or change and then return to school
- Involve the student in ‘life skills’ programmes that address such issues

We recognize that this is a sensitive matter and, particularly with teenagers, can lead to considerable embarrassment.

If you would like to discuss this matter, please feel free to contact our Year Level Coordinators, Principal or Deputy Principal.

Reviewed October 2012
Our Library is a joint use Community Library. This means that members of the public also use that library during school hours.

**STAFF:** Peterborough High School Library staff can help anytime. They will help you find books, use the One Card Library System, photocopy etc,

**HOURS:** School days 9.00am-4.00pm. Closed to students at recess. Students are able to come into Library at Lunchtime.

**CARDS:** Your Library Card will be held in the Library ready for you to use.

**BORROWING:**

You cannot borrow anything if you have an overdue. Please write your name in your block book so it doesn’t get muddled with others in your class. You can also borrow a CD or DVD as long as you have no overdues, but these must be collected after school. Under 15’s are unable to borrow MA DVD’s

**CLASSES IN THE LIBRARY:**

Your teacher will book your class into an area, usually LRC4. You wait for your teacher outside this room (on the West wall) and leave the room tidy and clean when you leave.

**LIBRARY BEHAVIOUR**

The same behaviour is required in the library as anywhere else in the school.
Guidelines for Possession / Use of Mobile Phones / Electronic Devices

(These guidelines will also apply to all electronic devices such as, MP3 Player, IPods, Mobile devices such as tablets & phones, laptop computers)

Background:
More and more students now own mobile phones/electronic devices and wish to bring them to school. In general teachers do not have a problem with this but there is the potential for problems to arise.

Such problems include:
- Loss / theft / damage
- Use in class time
- Use during breaks
- Inappropriate use eg calling people parents deem unsuitable, calling parents when problems arise and leaving the school instead of sorting issues out etc.

As a result of these issues most schools have developed a ‘mobile phone/electronic device guidelines’.

Guidelines
Mobile phones/electronic devices are acceptable at Peterborough High School under the following conditions:

1. The phone/electronic device is the responsibility of the student. Responsibility for loss / theft / damage rests solely with the student and his / her parent / guardian. The school accepts no responsibility for costs of repairs or any attempt to recover lost / stolen items.

2. Phones/electronic devices must not be used or switched on during lesson times under any circumstances.

3. Students should not use them for any inappropriate communications. The student and their parent / guardian accept all responsibility for (in) appropriate use of mobile phones/electronic devices.

Consequences for not following the guidelines: The mobile phone/electronic device will be confiscated and handed to a member of the Administration Team (Principal, Deputy or delegate). It may then be collected at the end of the school day by the student from whom it was confiscated. A letter, with tear off slip, will be given to the student for signing by the parent / guardian and return the next day. Should the phone/electronic device be confiscated a second time the parent / guardian of the student will need to collect the phone/electronic device from the school in person. This will include any subsequent confiscations.

Reviewed October 2012
A number of awards are provided to students to recognise their efforts at Peterborough High School. The majority of these awards are presented to students at our annual Presentation Night held at the Town Hall on the last Wednesday of the school year.

**SPORTS AWARDS**
Sporting events and occasions are recognised by the issuing of certificates, ribbons and trophies on the occasion of the event.

**SPECIAL EVENTS**
Special events that a student attends or participates in are recognised by the issuing of certificates and where appropriate the awarding of credits and honours as part of their curriculum record.

**SERVICE AWARDS AND CERTIFICATES OF APPRECIATION**
Student Representative Council, volunteers and Governing Council members are presented with certificates for their service during the year.

**EFFORT AWARDS**
Awarded to Year 8 through 12 students who are nominated by staff for the time and effort that they put into their work.

**ACHIEVEMENT AWARD**
Awarded to Year 8 through 11 students who complete and pass all subjects in the year achieve a high proportion of credits in each semester.

**JUNIOR SCHOOL CERTIFICATE**
Awarded to all year 10 students who have passed the majority of their courses in the first three years of high school.

**JUNIOR SCHOOL CERTIFICATE (HONOURS)**
Awarded to all year 10 students who have gained credits in a number of their courses in the first three years of high school.

**YEAR 12 MEMENTOS**
Awarded to all students completing their Year 12 or higher and leaving the school.

**SENIOR SCHOOL SUBJECT PRIZES**
Awarded by individual teachers in all the major subject areas taught at the school at senior level for outstanding performance.

**PREMIER’S READING CHALLENGE**
Students from Year’s 8–10 who have completed the Premier’s Reading Challenge receive a certificate or medal.

**PRESTIGIOUS AWARDS**
⇒ Musician of the Year
⇒ Sportsperson of the Year
⇒ Citizenship Prices are awarded on academic ability and performance; the ability and participation in sports and athletics; and the involvement in extracurricular activities beyond the classroom.
  • Year 8 - Rotary All Rounder
  • Year 9 - Probus Club All Rounder
  • Year 10 - Caltex All Rounder
  • Year 11 - Old Scholar Award for School Citizenship
  • Year 12 - Garwood Memorial Prize
  • Year 10, 11 & 12 Long Tan Award
  • D.D Ferguson Rotary Shield for Inter-House Competition

**DAN VAN HOLST PELLEKAN**
Medals awarded for Excellence in Distance and Vocational Education.

**ROWAN RAMSEY AWARD**
Awarded to a Councillor, Teacher, Student, Parent, Student or Member of the Public who has given particular service to the school and deserves special recognition.

Reviewed October 2012
Guidelines for Use of Deodorants at School

Some members of our community suffer severe allergies to aerosol sprays or perfumes that can act as a trigger to a serious asthma attack, or migraine in a sensitive individual. The allergy can be sufficiently serious to trigger an anaphylactic shock if an aerosol can has been used anywhere in the staff, community members or student’s vicinity. This can be a life threatening situation, resulting in the individual being transported to hospital in an ambulance.

- Aerosols are banned from school premises, excursions, sporting events and all events where students are in confined spaces
- Staff, students and community members are encouraged to follow correct hygiene procedures by applying deodorant at home after showering: a good deodorant will last all day if applied to clean skin before dressing
- Roll-on and stick deodorants are permitted at school

Everyone needs to be aware of their own:
- Right to a safe learning environment
- Responsibility for the health and safety of others in their shared spaces

Remember: No student is to use or bring aerosol deodorants or sprays to school

Teachers have been asked to confiscate any aerosol products found at school and bring them to the Deputy Principal. Parents will be informed that the products have been collected and they can call into the school to collect the product. Further infringements will be dealt with through the discipline system.

Guidelines for Sun Smart Safety

These guidelines is for implementation throughout the whole school year with particular emphasis in terms 1 and 4.

The purpose of the guidelines is to ensure that all members of our school community are protected from skin damage caused by the harmful ultraviolet rays from the sun.

All members of the school community will be strongly encouraged to use the following skin protection strategies:

Avoid being in the direct sun between the hours of 10am and 2pm (11am and 3pm daylight saving time).
- Whenever possible, all outdoor activities will be scheduled before 10am and after 2pm (11am and 3pm daylight saving time), conducted indoors or in the shaded areas of the school, if practical.
- School assemblies will be held in the school activity hall.
- Sports day - Sun Shelters will be provided for student spectators / participants and staff.
- The library will be open for student use during the lunch period.

Wear appropriate clothing which protects the skin.
- Students, staff and parents are encouraged to wear protective clothing such as hats, sunglasses, long sleeves
- Apply a broad spectrum sunscreen with a SPF of at least 15 to clean, dry skin, 10-15 minutes before going outdoors. Reapply sunscreen every two hours if outdoors for a prolonged period of time, or more frequently if swimming or perspiring.

Reviewed October 2012
Everyone has the right to a safe learning environment. Thus bullying will not be tolerated at our school.

What is Bullying?
Bullying can take many forms but for the purpose of this Guidelines we will distinguish VERBAL from PHYSICAL Bullying.

Examples of Verbal Harassment
Name calling and put-downs
Threats
Teasing

Examples of Physical Harassment
Pushing, shoving, tripping or hitting
Rude gestures
Interference with someone’s property

While the severity and form of bullying will vary you do not have to put up with any of it!

What you can do when someone bullies you or your friend
Talk it over with a trusted person eg. Parent, caregiver, teacher, friend
Seek support from the school - we will investigate all reports of bullying
Fill in confidential bullying report in library.

Consequences for bullying behaviour
Verbal bullying
First Incident This is dealt with by the teacher and may result in time-out or a Level 3. It is also reported on the student’s file.
Second Incident This will also be dealt with by the teacher and recorded. It will result in a written warning to the student. A copy to be sent to the parent/caregiver.
Third Incident This will require a meeting between the student, parent/caregiver, year level coordinator and the principal.
Fourth Incident This will incur a suspension.

Physical Bullying
Depending on its severity this may result in immediate suspension.

Please note: While the above steps are our guidelines, individual circumstances will be taken into account and any severe form of bullying may result in a suspension.
SCHOOL VALUES

The following school values underpin expected behaviour at all school events, functions and attendance during the school days.

Through collaboration involving staff, students and parents, Peterborough High School endeavours to create a community working to realise the following:

Learning and improvement: Students and staff are committed to learning. Improvement is a continual challenge and a desired outcome for all. Students are empowered to discover their interests, character and identity. Creativity, originality and innovation are encouraged.

Equity: Teachers support the varied learning styles and abilities of all students. Students respect the right of other learners and teachers to engage in learning. Everyone is responsible for maintaining positive learning environments that are safe, presentable and functional.

Optimism: The school community strives to focus on positives. New experiences are met with positivity and confidence - we embrace the unknown.

Resilience: We devise approaches to deal with challenges. Success can be gauged by rising from our errors and failures.

Celebration: Celebrating and embracing diversity and difference. Celebrating successes. Celebrating achievement in academic and extracurricular activities.

These values should underpin, guide, influence and govern all conduct, interaction and decision-making within our school.

Involving:

students → students
staff → students
staff → staff
staff → community
students → community

When a student’s behaviour is not reflecting the school values consequences include:

Exit procedure: Removal of a student from the classroom for a set period of time.

Level Reponses

A means of indicating how the student is coping with his/her behaviour management.

➢ The higher the level the more serious is the situation.
➢ Level 1 & 2 operate within a teacher’s class
➢ Level 3 operates outside the teacher’s class but still within the school
➢ Beyond Level 3 operates outside of the school and involves suspension

Lesson eight:

An extra lesson may be added to the day
Parents are notified on the previous day (where possible).

Level 3 Follow-up

• Lesson checks may be set up when a student reaches a Level 3 (especially where there is a record of repeat offences).
• It is the responsibility of the student in their own time to arrange meetings and negotiate with the teacher and coordinators who must sign the form.
• The level form must be completed (signed by all parties) within the next 3 school days
• If the student fails to complete the level form within the set period, parents will be contacted and if necessary a meeting will be organised to ensure that the process is completed.
• The conditions agreed to by all parties will continue to apply.
• If a further breach of conduct by the student occurs supervision will be negotiated.
• Beyond a Level 3 a student loses the right to attend camps, excursions, sporting events, socials, and other activities for 10 weeks from the start of the suspension.
PROCEDURES FOR SUSPENSIONS and/or EXCLUSIONS

Where the student’s behaviour is considered a **serious breach of the behaviour code** or the student has shown a **persistent unwillingness** to cooperate within the school behaviour code, the school may either suspend or exclude the student from the school for a period of time.

These processes are outlined by DECD Guidelines on suspensions, exclusions and expulsions.

The student will be referred to either the Principal or the Deputy. Where a serious offence is suspected the student will be kept under close supervision until the following has occurred:

- **An investigation** takes place in which all parties are required to complete a written record of the incident.
- **If a suspension** (a maximum of 5 days) is deemed necessary a suspension notice (blue form) is prepared and sent home with the student.
  - Where possible, the parent/guardian is immediately notified by phone to arrange for the student to go home. (If contact can be made then the student will be held in internal suspension until the end of the day).
- **Before the student can return to classes**, a re-entry meeting needs to occur as negotiated.
  - During the meeting the incident will be discussed and a plan developed for the student to successfully fit back into the school and the classroom. It outlines the student’s responsibilities, appropriate behaviours and identifies actions that will tell everyone that the student is being successful.
  - When the plan has been completed a copy is prepared and sent to all parties involved.
- **A notice of intention to exclude** will be included with the Suspension Notice when appropriate.
  - The school, with the aid of the Regional Student Behaviour Management Team, will arrange for the student’s education to continue while they are under exclusion.

PROCEDURES FOR VISITING THE SCHOOL

Parents and members of the community are most welcome to visit the school at anytime.

Please report to the front office on arrival.

At the front office you will be able to:
- make appointments to see teachers
- collect your child(ren)
- or conduct other business.

If your stay at the school requires you to leave the front office area e.g.
- work in the canteen
- visit a class
- interview with a teacher
we ask that you sign the visitors book, a necessary precaution in the case of an emergency.

USING THE COMMUNITY LIBRARY

**PLEASE PARK IN THE CAR PARK OR ROADWAY AND WALK THROUGH THE CAR PARK TO ACCESS THE COMMUNITY LIBRARY BUILDING**

Reviewed October 2012