

School Policies

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3.3 Classroom Expectations

Behaviour in class should ensure that effective learning can take place for all students.

4.4 Late Arrivals

Students who arrive after 8:45am must sign in at the SAC Office. If students arrive late, they must have a note in their student diary and must show this to their Home Class teacher the following day.

Students who are repeatedly late without a valid reason will be required to meet with the Year Level Coordinator who will contact parents or caregivers to seek resolution and arrange a meeting if necessary.

4.5 Truancy

Students who miss lessons without a reason or leave the school property during the school day without permission from the school are deemed to have truant. The Year Level Coordinator

7. COUNSELLORS AT ST ALOYSIUS COLLEGE

St Aloysius College has a team of school counsellors able to assist students with personal concerns relating to social and emotional wellbeing.

Primary students should talk with their teacher

but are not limited to, the footpaths around the College, the school library, school courtyards, the playground and SAC foyer.

- x Years 7-12 students who have not been collected when teachers finish afternoon yard duty have permission to work in the library within its normal opening hours.

Students are required to arrive promptly to school and be present for home class morning at 8:45am.

St Aloysius College assumes a duty of care for all students from the time they arrive on campus each day. Once on campus, students are not permitted to leave unless attending a supervised activity or excursion.

When a student is absent from school, parents/caregivers are requested to contact the College by 9:00am on that day to advise the likely length of absence. Parents/caregivers will be contacted if the College has not been advised.

These measures ensure that both parents/caregivers and staff are able to exercise their legal responsibilities regarding students in a way that ensures a responsible degree of safety.

8.2 Safety in the School Grounds

- x Hot Liquids

Students are not permitted to bring any hot drinks (coffee, tea, soup, noodles) into any classroom. This applies to all students including Year 12 students. All hot liquid containers taken to a student area or carried through the school yard must have a fitted lid. This rule is not only for the protection of the student carrying the hot liquid but also others.

- x Bicycles

Bicycles are not permitted to be ridden within College grounds. Riders must disembark their bicycle and walk it once inside College grounds.

9. COMMUNICATIONS TECHNOLOGY POLICY

All students, staff and volunteers are to use the College's information and communications technology only in a way that enhances student and staff learning and contributes to the betterment and wellbeing of the community. The technology is to be used in harmony with the Catholic ethos of the College.

The College's information and communications technology includes the utilisation of any equipment, property or resource at any time, both at school and outside school hours, and includes use from home networks.

The College's computer network is an educational facility provided by the school to be used primarily for educational purposes. Anyone using it has a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

All email, telephone and message systems, including internet-based, will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the College's computer network is private.

Workplace participants are permitted to use the internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties within the College or with the College's functions. However, any use of the internet or email for personal purposes is subject to the same terms and conditions as described in this policy.

Individuals and/or the College may be liable for what is written or said in a message, including email. Messages are neither private nor secret. They may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in a message may be unexpected and extremely widespread.

The internet, email or any other messaging or telephone device should never be used to:

- x

- x discuss or comment on the physical appearance of another person (whether this person receives the message or not)
- x harass any person whether through language, frequency or size of messages
- x injure the reputation of the College and/or in a manner that may cause embarrassment to the College
- x offend the ethos and values of Catholic teachings
- x spam, mass mail or to send or deliberately receive chain mail
- x infringe the copyright or other intellectual property rights of another person
- x perform any other unlawful or inappropriate act
- x upload any videos or photographs of any student or staff where they can be identified as a member of St Aloysius College by their uniform or other means.

Any inappropriate material received by email should be deleted immediately and must not be forwarded to anyone else. It is particularly important to respond to inappropriate emails with an indication to the sender that such emails should not be sent in the future to, or within, the College's domain.

From time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of a Deputy Principal in order for them to be blocked by the College's filtering software and to ensure that it is noted that the material was not accessed purposely.

The contents and usage of email and internet access may be subject to regular random monitoring by the College or by a third party on the College's behalf. This will include electronic communication sent or received internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may

Years 7-12 students may use their own mobile phone, laptop or communication device before school, after school, recess and lunchtime if used appropriately. Recess and lunchtime are valuable times for socialising with other students, so time on the mobile phone should not be excessive.

Reception Year 6 students are not permitted to use mobile phones, laptops or other communication devices at recess or lunchtime.

Mobile phones must not be used to bully, intimidate or otherwise harass other people through any text message, photographic, video or other data transfer system.

Students must not lend their mobile phones to other students.

St Aloysius College does ~~not~~ take responsibility for the theft and/or damage of student mobile phones and electronic devices.

Permission to bring a mobile phone to school and/or use it during the school day may be revoked by the Principal or a Deputy Principal. Parents/Caregivers ~~are~~ informed of any such action.

The procedures applying to the inappropriate use and security of mobile phones apply equaappl pho inas pho c

12. STUDENTS AND DRIVING POLICY

Students are discouraged from driving a motor vehicle to school or any school event. There is no car parking

Aerosol sprays must only be used for personal use in a toilet, away from other people. Only a minimal amount is to be used as heavier use may also trigger smoke detectors.

13.3 Allergy Aware School

Some students within the College have allergies to particular foods. Students are asked to refrain from bringing a particular food to school for the safety of some students. The College requests that nuts and nut products are not brought to school by any student.

13.4 Birthdays and Food

While birthdays are important occasions, due to the large number of students with food allergies and intolerances, please do not bring a birthday cake or other food to school to share with others. This policy is consistent with the policy at many childcare centres and the Chancery Lane Montessori school.

14. UNIFORM

14.1 Summer Uniform (Terms 1 and 4)

- x Check dress (regulation style, knee in length) incorporating the embroidered College logo available only at the SAC Uniform Shop
- x Check short sleeve shirt and brown SAC shorts (optional) –

Swimming Requirements

- x One-piece bathers
- x Goggles

14.4 PE Uniform on PE Days

Students are permitted to wear their PE uniform to and from school on the days they have Physical Education lessons, school sport and training days provided the full and correct PE uniform is worn.

14.5 School Bag

All students must have the regulation St Alloys College brown backpack.

14.6 House Colours

All students are assigned to one of four Houses. The Houses and their colours are:

- x St Anne –purple
- x St Clare –white
- x St Margaret –yellow
- x St Teresa green

14.7 Wet Weather Days

- x SAC umbrellas are available for purchase from the SAC Uniform Shop.
- x The SAC Uniform Shop sells SAC spray jackets. This may be worn at any time, including to and from school, with the PE uniform. The SAC spray jacket may also be worn with the summer uniform to and from school if it is raining at the time or about to rain, but taken off at other times.
- x A plain, single coloured raincoat, parka or spray jacket may be worn to or from school whilst it is raining or about to rain, but then taken off ~~at~~ the student is within the school grounds.
- x Students attending OSHC may wear the SAC spray jacket or a plain, single coloured raincoat, parka or non-SAC spray jacket.

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16. LOCKERS AND LOCKS

Students who are provided with a locker must use it to store their personal possessions. Food or drink must not be stored overnight in lockers. Students must keep their locker locked when not accessing it. Only a combination lock purchased from St Aloysius College is to be used on the locker.

17. SPORT INCLEMENT WEATHER POLICY AND PROCEDURE

St Aloysius College affirms its commitment to child safety and duty of care to students, staff and other community members. We encourage SunSmart behaviours so that sunscreen should be worn for outdoor activities in Terms 1 and 4.

Inclement weather includes hot, wet, harsh, severe or stormy weather.

17.1 Hot Weather Policy

Primary Students

When the predicted maximum temperature is 35 degrees and above:

- x all training is cancelled, whether held outdoors or in the St Aloysius College gym
- x all sport is cancelled except indoor swimming and indoor pool activities (water polo)

Secondary Students

When the predicted maximum temperature is 38 degrees and above:

- x all training is cancelled, whether held outdoors or in the St Aloysius College gym
- x all sport is cancelled except indoor swimming and indoor pool activities (water polo).

It is important that students, staff, parents/caregivers, coaches and managers are conscious of the health of players and that adequate fluid intake occurs for players before and during training and matches.

17.2 Wet Weather, Storms and Other Inclement Weather

Whenever weather conditions pose a risk of players being unsafe, staff and coaches will halt training or matches.

17.3 Primary – Procedure When Sport or Training is Cancelled

- x Sport and training, except indoor swimming and indoor pool activities, are automatically cancelled if the forecast maximum temperature is 35 degrees and above.
- x If training or matches are cancelled due to other reasons, including inclement weather, students send an email to their SAC email address. The Primary Sports Coordinator will also endeavour to notify all Primary students via a message to the home classes. Students will be asked to contact their parent/caregiver to advise of the cancellation and may go to the PE Office to make their phone call.
- x Participants should not assume that training or matches are cancelled (e.g. late rain) without being notified, unless automatically cancelled under the hot weather policy.

Mercy Education Policy

Privacy

POLICY STATEMENT

1. Mercy Education may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.
2. **What Kinds of Personal Information Does a School Collect and How Does a School Collect It?**
Schools collect and hold personal information, including health and other sensitive information, about:
 - x students before, during and after the course of a student's enrolment at the school including:
 - , name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
 - , medical and welfare information (eg details of disability and/or allergies and details of any assistance the student receives in relation to those disabilities, medical reports, cognitive assessments, details of medical professionals)
 - , conduct or complaint records, other behaviour notes or observations, school attendance and school reports
 - , information about referrals to government welfare agencies
 - , parents' education, occupation and language background
 - , medical information (eg details of disability and/or allergies and details of any assistance the student receives in relation to those disabilities, medical reports, names of doctors)
 - , information obtained during counselling sessions
 - , Private health fund and Medicare details
 - , any court orders
 - , photos and videos of school events.
 - x parents of students including:
 - , name, address and contact details
 - , i

How Will the School Collect and Hold Personal Information?

Personal Information You Provide

A school will generally, but not exclusively, collect personal information held about an individual by way of:

- x forms completed by parents or students
- x meetings and interviews
- x emails and telephone calls
- x through the school's online portal SEQTA

On occasions people other than parents and students (such as job applicants and contractors) provide personal information to the school

Personal Information Provided by Other People

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information a school may collect from another school may include:

- x academic records and/or achievement levels
- x information that may be relevant to assist the new school to meet the needs of the student which may include adjustments.

Anonymity

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information to facilitate the delivery of schooling to its students, and its educational and support services, conduct and complete any employment process and fulfil other obligations and processes. However, in some limited circumstances, some activities, and interactions with the school may be done anonymously. For example, this may include making an inquiry, complaint or providing feedback.

Holding Your Personal Information

The school's approach to holding personal information is to ensure that it is stored securely, and that access is provided only to persons who need such information. Depending on the nature of the information, the school may also

Job Applicants and Contractors

A school's primary purpose of collection of personal information for job applicants and contractors is to assess and (if successful) to engage the applicant or contractor, as the case may be

The purpose for which a school may use the personal information of job applicants and contractors includes:

- x administering the employment process or contract, as applicable
- x for the purpose of insurance
- x fundraising or marketing of the school
- x satisfying all legal obligations of the school (e.g. - child protection).

Volunteers

A school also obtains personal information from volunteers who assist the school in its functions or associated activities, such as College Council members, committee representatives, alumni associations, etc.

The purpose for which a school may use the personal information of volunteers includes:

- x to manage the engagement and induction of volunteers
- x for the purpose of insurance
- x to satisfy the school's legal obligations (e.g. - child protection)
- x to confirm their suitability and to manage their visits.

Counsellors

The school may contract with external providers to provide counselling/psychology services for students. The Principal may require the Counsellor/Psychologist to share relevant information believed necessary for the school to know to ensure the well

5. How Does a

