

Ballarat Clarendon College has set the following rules which students must abide by while enrolled at the school. These College Rules must be read in conjunction with other school policies and may be amended from time to time.

## school uniform

### **Student appearance and the wearing of uniform**

In addition to the time spent at school during the school day, there are many situations when students are seen by others as representatives of the general school community. This includes travelling to and from school, taking part in excursions, participating in school teams or groups, or acting as an official school representative. It is important that students endeavour to present themselves in a way that will reflect positively on themselves and on the school community. Students are expected to be correctly dressed and well-groomed, clean and tidy during the school day, whilst travelling to and from school and when involved in any of the activities previously mentioned.

### **Uniform Requirements for P-12 Students**

Details regarding specific uniform requirements for each year level can be found at [connect@clarendon](mailto:connect@clarendon).

Infringements of the guidelines outlined below will be noted by the Heads of School and, if persistent, parents will be notified by their child's pastoral carer.

### **Blazers and Outer Garments**

- If school uniform is being worn outside of school hours (for example, when out with parents), then the full correct uniform should be worn, including blazer.
- The school jumper or vest is not to be worn as the outer garment outside the school grounds or when attending formal gatherings, such as Assembly or special event.
- In Term 1, blazers are not required to be worn to and from school up until the Labour Day exeat in March. Students are expected to wear their blazer to and from school at other times.
- At certain times of the year, determined by the Heads of School, wearing the blazer home is optional. Students will be notified of these times.
- In cold or wet weather, a school soft shell jacket may be worn over the blazer to and from school. At school, it may only be worn as an outer garment during physical education or sport.

### **Shoes**

- Clean black leather lace-up, T-bar or buckle shoes should be worn by students. Boots, sports and suede shoes are not acceptable.
- Heels should be of standard size.
- Sports socks may only be worn with the sports uniform.

### **Physical Education Uniform**

- Students in Prep to Year 8 are to wear their physical education uniform for the entire day on days when physical education is timetabled.
- For students in Years 9-12, Physical Education uniforms must not be worn to and from school, unless on major sporting days (for example, House Athletics, Swimming and Lap of the Lake) or after co-curricular activities.
- Students in Years 5-12 must wear a school hat when participating in outside Physical Education and House events in Terms 1 and 4. It is highly recommended that students wear school hats during recess and lunchtime.

### **Jewellery**

The wearing of jewellery, outside the guidelines below, is not permitted except with the permission of a Head of School. Any offending item will be confiscated, held in a labelled envelope, and the student may request its return after six weeks.

- Students may wear one stud or sleeper of small size in each earlobe.
- Rings, bracelets and visible necklaces are not permitted.
- A wrist watch may be worn.
- Jewellery worn for specific religious reasons must be kept covered by clothing and requires parental communication with the relevant Head of School.

### **Make-up**

- The wearing of apparent make-up, including nail polish, with school uniform is not permitted. Students will be asked to remove make-up and/or nail polish if worn to school.

### **Hair**

Students who choose hairstyles outside the guidelines below will be asked to rectify the situation. Should this not occur, the Principal may require the student to attend a school-selected hairdresser or to work at school in isolation during the school day until the hair style is acceptable.

- Hair should be kept clean, neat and tidy at all times.
- Hair below the top of the shirt collar is to be completely tied back at all times.
- Faces must be clean-shaven.
- Extreme, non-natural hair colours, such as pink, green, blue, purple, red, orange or yellow, are not permitted.
- Tips and foils of natural hair colours are acceptable as long as they blend with the overall colour of the hair.
- Extreme styles (for example, mohawks, top knots) are not permitted.
- Hair ribbons, clips, scrunchies and ties must be black or red only.

## **student absences**

*This section should be read in conjunction with the School Attendance Policy.*

### **Absences - Whole School**

- If a student is unable to attend school due to illness or other exceptional circumstances, a parent should notify the school via the Clarendon App, under 'Student Absentees', before 8.45am (or as soon as practicable).
- Any request for planned absence (for example, appointment or holidays during school term) requires a Student Leave Request form and should be directed to the appropriate School Office.
- Where possible, the school recommends the making of dental, medical and other appointments outside of school hours to limit the amount of time a student is absent from class.
- Should students need to leave the school grounds during the day, parents must have contacted the relevant school office via the app, an email or phone call to provide permission. Students must present at the appropriate school office and sign-out before leaving the school grounds and 'sign-in' upon their return.

### **Attendance – Sturt Street Campus**

- Students from Years 5–12 are expected to arrive at school by 8.30am in order to commence classes at 8.45am. If students are unable to arrive on time due to exceptional circumstances, students must report to the appropriate school office upon arrival; if possible, a parental note, email or phone call should explain why the student is late.
- Students are expected to remain at school until the end of final class for the day (3.20pm).
- Year 12 students may arrive at school late or leave school early if they have a scheduled study period, provided a 'Permission to Study at Home' form has been submitted. Students must present at the Senior School Office to 'sign in' or 'sign out' at these times.

### **Attendance – Mair Street Campus**

- Students from Prep–Year 4 may arrive at school from 8am, although morning homeroom does not commence till 8.30am.
- From 8–8.10am, students need to go straight to the library where they will be supervised.
- From 8.10–8.30am, students should drop their bags in their homeroom and head outside to play – a bell will signal the start of homeroom.
- If students are unable to arrive on time due to exceptional circumstances, students must report to the Junior School Office upon arrival to receive a late pass.
- Students are expected to remain at school until the end of final class for the day (3.25pm).
- Should students need to leave the school grounds during the day, they must have written permission from their parent and submit this to the Junior School Office.
- Parents/Guardians must present at the Junior School Office if they are collecting their child early.

# behaviour

Students must adhere to a reasonable level of acceptable behaviour whilst at school, participating in school activities, representing the school at external activities and whilst in school uniform.

- Students are expected to behave in a mature, courteous, respectful and responsible manner at all times, including during class time, at sporting events, on excursions, camps and at all other school events.
- The use of bad language and swearing is unacceptable in any situation when in uniform or representing the school.
- Bullying and harassment in any form is against the law and will be dealt with as a serious breach of conduct and in accordance with the Respectful Behaviour Procedure.
- Spitting, defacing or damaging property will not be tolerated. The cost of repairs, replacement or cleaning of damaged property will be borne by the person responsible.
- Behaviour that is considered to be of a private and intimate nature should not be publicly displayed whilst in uniform or representing the school.
- Fighting or any act of aggression will not be tolerated. Any student caught fighting or using violence will be managed in accordance with the Respectful Behaviour Procedure.
- Any form of substance abuse is considered a serious breach of conduct. No student is allowed to be in possession, or under the influence, of tobacco, cigarettes or e-cigarettes, alcohol, marijuana or any other illicit substance. Offending students will be managed in accordance with the Respectful Behaviour Procedure.
- Effectively working fire extinguishers and other fire safety appliances are critical in the event of an emergency. Any student found to be misusing any appliance will be dealt with seriously, including paying any costs associated with its reinstatement to working order.
- Littering is unacceptable and will result in yard duties being assigned.
- Chewing gum is not permitted.
- Using liquid paper is not permitted.
- The school does not condone the use of any performance enhancing substance in connection with any school sport. Students should be aware that various sporting associations connected to school sporting activities conduct, from time-to-time, random drug testing.
- Pictures and or videos may not be taken of staff members, students or members of the school community without prior consent, even after school hours.
- Posters and notices may only be displayed on notice boards throughout the school upon approval from the relevant school office. No posters are to be displayed on windows, doors or walls around the school.
- Ball games (with the exception of downball) are not permitted to be played at any time in Wanliss Square or around classrooms. Ball games should be played in designated areas such as on the oval, the tennis/basketball/netball courts or in the gymnasium.
- Skateboarding, roller-blading, roller-skating, bike and scooter riding are not permitted anywhere on the school grounds. A student riding a bicycle to school must dismount and walk the bicycle to the appropriate storage area.
- Students are not permitted to use Wanliss Road, Ajax Street or Sturt Street as walkways to gain access to school facilities and classrooms. Students are to make their way to lessons/activities/facilities by using the quickest route possible ensuring they remain on school grounds at all times.

## **Student Property and Valuables**

- It is unlawful to take any item belonging to another person without permission. Any instance of this within the school is considered theft and will be dealt with in a serious manner. Similarly, borrowing items from others without prior permission is not permitted. Borrowing or using any item (either school property or that of another student or staff member) should be done with respect and returned in good condition promptly after use.
- At the Sturt Street campus, mobile phones are to be placed in lockers and are not to be used or visible in any way between 8.40am and 3.20pm, except when required in Performing Arts classes.
- Any Junior School student with a mobile phone must hand it into the front office at the start of the day and collect it at the end of the day.
- The school strongly recommends that large sums of money and valuables are not brought to school. If this is unavoidable, these items should be left at the appropriate school office for safe keeping.

- Musical instruments should be kept in lockers or in the Performing Arts Centre; no musical instrument should be left unattended in locker areas. The Clarendon Insurance Policy does not cover the loss of students' valuables.
- The Clarendon Insurance Policy does not cover the loss of, or damage to, students' bicycles whilst at the school. Students must abide by Victorian legislation by wearing appropriate safety gear whilst riding their bicycles, including helmets and reflective garments.
- Each student from Years 5 to 12 will be allocated a locker and a padlock. It is the responsibility of the student to ensure the locker is kept padlocked at all times when not attended. Lockers remain the property of the school and therefore must not be defaced in any way by graffiti, vandalism or the use of stickers or inappropriate posters.
- Items not stored in padlocked lockers, including laptop computers, will be taken to lost property.
- Students requiring access to their lockers out of normal school hours (including school holidays) are to contact a school office. Students, under no circumstances, should climb over fences, gates or locked doors to obtain access to lockers.
- With the exception of Year 12 students or students using devices in Performing Arts subjects, iPods and other similar music and video devices are not to be used between 8.40am and 3.20pm in the school grounds. Keeping an electronic device at school is at the owner's risk and the school takes no responsibility for lost, stolen or damaged articles.

### **Junior School Specific Rules**

- The Junior School is a 'Nude Food' school and, as such, no wrappers are allowed outside.
- No student is to be inside during recess or lunch time without a teacher present.
- Areas outside the defined school boundary are out-of-bounds to all Junior School students at all times.
- During Terms 1 and 4, a student must wear a wide-brim school hat for protection from the sun. Please refer to the Sun Protection Policy.
- All students are to walk up and down stairs carefully, using the handrail provided for extra safety.

## **travelling to and from school**

- Parents driving students to school must ensure they are dropping students off at a safe location.
- Students must only use the appropriate school crossings.
- Members of the school community are expected to abide by legislation regarding speed restrictions in school times surrounding the school campuses. As a general rule, this speed restriction is 40km/hr.

### **Mair Street Campus**

- Students are not permitted to leave the school grounds until collected by a parent or guardian, except for students who walk, ride bicycles or catch a bus to and from school, where a letter from the parent or guardian has been supplied to the school to advise of this.
- Parents and guardians must use designated parking bays in Mair and Raglan Streets when dropping off students or visiting the school. Please note that parking restrictions apply.
- The school must be advised in writing, if possible, or by telephone if any student is being collected by someone other than their parent.
- Students crossing Mair Street must use the designated school crossing when flags are displayed, even if they are accompanied by an adult.
- Children catching buses must walk to the designated collection point via the school crossing and the Raglan Street footpath. Children must not leave the footpath until the bus has come to a complete stop. For information regarding bus routes and timetables please contact the Junior School Office.
- Children riding bicycles to and from school must enter the school grounds using the gate driveway entrance off Mair Street. Once on school grounds, children must dismount from their bicycle and walk it to the designated bike rack under the external stairs. Students must bring a lock to secure their bike to the rack.

### **Sturt Street Campus**

- Parking is available at the Sturt Street campus on Sturt Street. Parking on the nature strip or to the right of the service road is not permitted and parking inspectors do monitor and enforce these restrictions. Parking is also available in the residential streets surrounding the school; however, the convenience of local residents must be respected by not blocking driveways and ensuring that access to properties is available at all times.

- Students driving their own vehicles to school must adhere to all guidelines as set out in the Student Transport (Student Vehicle) Policy.
- Students catching buses must walk to the designated collection point via the school crossings. For information regarding bus routes and timetables, please contact the relevant school office.

#### Student ID Cards

- All students in Years 5–12 (day and boarding) are required to carry their Student ID card at all times. Student ID cards are primarily used for attendance, Café College transactions and library loans. If ID cards are misplaced, students need to contact IT Support for a replacement. Replacement cards will be charged at \$15 per card lost (initial card is provided free of charge). Cards should not be given to other students.

#### Lost Property

- All students must ensure that all property belonging to them is clearly labelled with their name. This includes all uniforms, laptops, musical instruments, sporting equipment, books and general stationery.
- Any lost property should be reported as soon as possible to the appropriate school office. Any property found should be returned to the owner (if labelled) or handed in to the nearest school office to be added to 'Lost Property'.
- Personal effects and property that are lost are not covered by the College Insurance Policy. Please refer to Lost Property and Insurance & Warranty Claims Policies.

## Respectful behaviour

Ballarat Clarendon College recognises the fundamental right of every child and young person to feel safe at school and that a supportive and inclusive environment is essential for providing quality learning opportunities.

Ballarat Clarendon College will not tolerate bullying or discrimination. Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. Discrimination is when a person is treated unfavourably on the basis of race, religion, disability, sexuality, gender or other form of personal identification.

It is expected that all students will ensure that their interactions, both personally and in online contexts, are respectful and foster a culture of inclusivity. Should these behavioural expectations be breached, Clarendon will enact the appropriate policy and procedure.

Ballarat Clarendon College policies and procedures, including the Respectful Behaviour Procedure, can be found at [connect.clarendon.vic.edu.au](http://connect.clarendon.vic.edu.au) > General Information > Policies and Procedures.



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