

college rules

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.

whole school

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, therefore, important that students endeavour to present themselves in a way that will reflect positively on themselves and on the rest of the school community. As a consequence, 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.

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.

- A wrist watch may be worn.
- Girls only may wear one stud or sleeper of small size in each earlobe.
- Rings, bracelets and visible necklaces are not permitted.

Make-up

- The wearing of apparent make-up, including nail polish, with school uniform is not permitted.
- Students who do so will be required to remove it.

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 of sufficient length is to be completely tied back at all times.
- Boys' hair must not extend below the shirt collar at the back and should be neatly tied back in order to meet this requirement.
- 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 knot] are not permitted.
- Hair ribbons, clips, scrunchies and ties must be black or red only.



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Uniform

Infringements of these guidelines will be noted by the Heads of School and, if persistent, parents may be notified in writing.

- 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.
- In the Junior School, blazers are not required to be worn to and from school up until the Labour Day exeat in March. The Head of the Junior School may change this rule and request that blazers be worn at particular times throughout Term 1.
- All students at the Sturt Street campus are required to wear their blazers to school every day. At certain times of the year, determined by the Co-Heads of School, wearing the blazer home is optional. Students will be notified of these times.
- In cold or wet weather, a school spray 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.
- 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 and Chapel.
- Girls' kilts should be worn no higher than just above the knee.
- In the Junior School, girls from Prep to Year 4 are permitted to wear the boys' grey shorts with either a red polo top or a crested white shirt. Socks worn with shorts can either be the girls' white sock or the boys' charcoal socks with three stripes.
- On the Sturt Street campus, female students are permitted to wear either the boys' grey shorts or the girls' grey shorts or girls' grey trousers with a crested white shirt. Socks worn with shorts must be girls' white socks.
- Students are expected to be familiar with the specific dress requirements for physical education, sport and other school activities. These requirements will be made known by the appropriate teachers and coaches, who also have the responsibility for enforcing them. If a student is not correctly attired, then participation in that activity is jeopardised.
- Clean black leather lace-up shoes should be worn by students. Boots, sports and suede shoes are not acceptable. Girls also have the option of wearing T-bar or buckle shoes. Heels should be of standard size. Sports socks may only be worn with the sports uniform.
- Students are not to wear coloured t-shirts or shirts with a visible motif underneath the white school shirt. Short-sleeved shirts are acceptable.
- At the Sturt Street campus, Physical Education uniforms must not be worn to and from school, unless on an official school sports day. Students in Prep to Year 4 are to wear their physical education uniform for the entire day on days when physical education is timetabled.
- All uniform items must be clearly labeled. Items that are not named will be sent to lost property for collection.
- The open neck shirt, when not tucked in, should not be visible below the blazer.
- Students in Years 5 and 6 must wear the secondary school uniform.
- The King Island polo fleece is not part of the Sturt Street uniform.



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Uniform – ELC Students

Children are required to wear the Early Learning Centre uniform.

- Regulation red polo shirt
- Clarendon black shorts
- Clarendon fleece
- Regulation plain black track pants
- Clarendon wide-brim hat.

General

- We ask that children wear runners as these are lightweight, comfortable and suitable for outdoor play. If students are unable to tie their shoelaces, please ensure that these are velcro. Please avoid distracting accessories such as flashing lights on shoes.
- Hair ribbons are to be either black or red in colour; earrings, if worn, must be studs.
- Parents are requested to provide a change of clothes in case the clothes the child is wearing become soiled.
- In winter, parents are requested to provide a hat and coat. It is also important to provide a waterproof jacket to enable the child to participate in outdoor play.
- In summer, parents are requested to provide a Clarendon wide-brim hat and roll-on personal sunscreen.
- Parents are asked to ensure that all items of clothing, including hats, are clearly named. Each child at the ELC will be provided with a locker where belongings are stored. Each child should be provided with a large backpack with a zip. Although the bag may come to and from the ELC empty many times, it is possible that your child will need a bag to carry items such as paintings, pastings or notices.
- Parents are asked to discourage their children from bringing toys to the ELC (other than books or music/CDs) as they may become broken or lost, or the focus of peer competition. On occasion, the teacher may request children bring something from home for a specific learning activity.

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.

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.

Attendance, punctuality and completion of work

- 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 at 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 so as not to appear on the absentees list.
- 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



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exceptional circumstances, students must report to the appropriate school office upon arrival with a note from a parent (if possible) explaining the lateness.

- Students are expected to remain at school until the end of final class for the day (normally 3.20pm at Sturt Street and 3.25pm at Mair Street). Should students need to leave the school grounds during the day, they must have written permission from their parent and receive approval.
- 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'.
- Should a student not be attending school due to illness or other exceptional circumstances, a parent should notify the school via the app – Student Absentees – before 8.45am (or as soon as practicable). 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 a parent be aware of a circumstance that may require the absence of a student from school, prior notice to the appropriate school office is requested. Any request for prolonged absence (for example, holidays during school term) requires a Student Leave Request form and should be directed to the appropriate Co-Head of School.
- Every student is expected to complete set work in class and homework. If work is missed due to co-curricular involvement, music lessons or absence from school, it is the student's responsibility to catch-up on work that is missed. Punctuality is a basic courtesy and ranges from prompt arrival to class to the submission of set work on time.

General

- 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.
- Behaviour that is considered to be of a private and intimate nature should not be publicly displayed whilst in uniform or representing the school.
- Chewing gum is not permitted.
- Using liquid paper is not permitted.
- Littering is unacceptable and will result in yard duties being assigned.
- The Junior School is a 'Nude Food' school and, as such, no wrappers are allowed outside.
- 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.
- 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



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student or staff member) should be done with respect and returned in good condition promptly after use.

- 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.
- 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.
- 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.
- 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, alcohol, marijuana or any other illicit substance. Offending students will be managed in accordance with the Respectful Behaviour Procedure.
- 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.
- All students must ensure that, prior to commencing at the school, all property belonging to them is clearly labeled 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 labeled) 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.
- 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. Students are urged to ensure that lockers are kept padlocked and that valuables are securely stored at all times. Musical instruments should be kept in lockers or in the Performing Arts Centre. The College Insurance Policy does not cover the loss of students' valuables.
- The College 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 make contact with a school office. Students, under no circumstances, should climb over fences, gates or locked doors to obtain access to lockers.



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- Posters and notices may only be displayed on notice boards throughout the School upon approval from the relevant school office. If anything is to be displayed on windows, doors or walls only blue-tack is to be used.
- Ball games (with the exception of handball) 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.
- 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.
- 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.
- 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.
- With the exception of Year 12 students, 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.
- Students are not permitted to use Wanliss Street, 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.

Junior School specific

- 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 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.

To and from school

Great care must be taken when traveling 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.

Junior School

- 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.



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- 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 them to the designated bike rack under the external stairs. Students are advised to lock their bikes 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.

Responsibilities and rights

All students and staff have the responsibility to respect the rights of other students and staff. When all rights are respected and responsibilities carried out, our school will run smoothly and create an atmosphere of self-discipline and self-respect where members are encouraged to fully develop.

As a student at Ballarat Clarendon College, I have many rights. I should expect to be treated with dignity and respect, for school staff to engage me in a professional and diligent manner, for my learning progress to be taken seriously and for instruction and support to be implemented in a way that allows me to achieve my potential in all areas of my learning. I have a right to feel safe at school and to have access to facilities that enhance my educational experiences.

I also have responsibilities. It is my responsibility to treat others respectfully and to do nothing that impacts negatively on their educational experience. It is my responsibility to abide by the rules that the school community has established with respect to behavior, how I physically present myself in the context of school and how I treat the school and the property of others.

I also have a responsibility to give my best effort, to push myself when confronted with challenges and to seek support when this is needed. I have a responsibility to make the most of the opportunities that being a student of Ballarat Clarendon College provides me.



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