Senior School Student Handbook

All Saints’ College Bathurst
Caring Education Since 1874
The information provided in this book is accurate at the time of printing (November 2012). It will enable you and your son or daughter to understand some of the more important aspects of being part of the All Saints' family.

"DEO AUCTORE VIM PROMOVEMUS INSITAM"
(With God our guide we develop the inner strength)
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Mission Statement</td>
</tr>
<tr>
<td>6</td>
<td>The All Saints’ Story</td>
</tr>
<tr>
<td>9</td>
<td>General Information &amp; Procedures</td>
</tr>
<tr>
<td>9</td>
<td>• Daily Procedures</td>
</tr>
<tr>
<td>10</td>
<td>• Day Students</td>
</tr>
<tr>
<td>10</td>
<td>- Travel</td>
</tr>
<tr>
<td>10</td>
<td>- Attendance &amp; Leave</td>
</tr>
<tr>
<td>11</td>
<td>- Short Stay Boarding</td>
</tr>
<tr>
<td>11</td>
<td>• Visitors</td>
</tr>
<tr>
<td>11</td>
<td>- Visitors During School Hours</td>
</tr>
<tr>
<td>12</td>
<td>- Unfamiliar Persons</td>
</tr>
<tr>
<td>12</td>
<td>• Student Diaries</td>
</tr>
<tr>
<td>12</td>
<td>• VIM/Revelations</td>
</tr>
<tr>
<td>13</td>
<td>• The College Health Centre</td>
</tr>
<tr>
<td>13</td>
<td>- Opening Hours</td>
</tr>
<tr>
<td>13</td>
<td>- Contacting the Health Centre</td>
</tr>
<tr>
<td>13</td>
<td>- Attending the Health Centre</td>
</tr>
<tr>
<td>13</td>
<td>- Leaving the College due to illness</td>
</tr>
<tr>
<td>13</td>
<td>- Emergencies</td>
</tr>
<tr>
<td>13</td>
<td>- Medication</td>
</tr>
<tr>
<td>13</td>
<td>- Referrals</td>
</tr>
<tr>
<td>13</td>
<td>- Immunisation</td>
</tr>
<tr>
<td>13</td>
<td>- Health Information</td>
</tr>
<tr>
<td>13</td>
<td>• Insurance</td>
</tr>
<tr>
<td>14</td>
<td>- Accident Insurance</td>
</tr>
<tr>
<td>14</td>
<td>- General Insurance</td>
</tr>
<tr>
<td>14</td>
<td>• Mail</td>
</tr>
<tr>
<td>14</td>
<td>• Textbooks and Stationery</td>
</tr>
<tr>
<td>14</td>
<td>• Chapel and Christian Studies Classes</td>
</tr>
<tr>
<td>15</td>
<td>• Pastoral Care</td>
</tr>
<tr>
<td>16</td>
<td>• Student Leadership</td>
</tr>
<tr>
<td>17</td>
<td>• Evacuation Procedures for Students</td>
</tr>
<tr>
<td>17</td>
<td>• Lockdown</td>
</tr>
<tr>
<td>18</td>
<td>• Student Discipline</td>
</tr>
<tr>
<td>19</td>
<td>• Some important rules</td>
</tr>
<tr>
<td>27</td>
<td>- Academic Misconduct</td>
</tr>
<tr>
<td>28</td>
<td>- Bicycles</td>
</tr>
<tr>
<td>28</td>
<td>- Bounds</td>
</tr>
<tr>
<td>29</td>
<td>- Cars</td>
</tr>
<tr>
<td>29</td>
<td>- Illicit Drugs</td>
</tr>
<tr>
<td>29</td>
<td>- Illegal Drugs</td>
</tr>
<tr>
<td>29</td>
<td>- iPods</td>
</tr>
<tr>
<td>30</td>
<td>- Examinations: Code of Conduct</td>
</tr>
<tr>
<td>31</td>
<td>- Mobile Phones</td>
</tr>
<tr>
<td>31</td>
<td>- Poor Peer Relations and Bullying</td>
</tr>
<tr>
<td>32</td>
<td>- Relationships</td>
</tr>
<tr>
<td>33</td>
<td>Curriculum</td>
</tr>
<tr>
<td>33</td>
<td>• Years 7 and 8</td>
</tr>
<tr>
<td>33</td>
<td>• Years 9 and 10</td>
</tr>
<tr>
<td>34</td>
<td>• The School Certificate</td>
</tr>
<tr>
<td>34</td>
<td>• Year 11 Courses Offered</td>
</tr>
<tr>
<td>34</td>
<td>• Learning Support</td>
</tr>
<tr>
<td>35</td>
<td>• Independent Learning Centre (ILC)</td>
</tr>
<tr>
<td>35</td>
<td>• Prep</td>
</tr>
<tr>
<td>36</td>
<td>Co-Curriculum</td>
</tr>
<tr>
<td>36</td>
<td>• Sport</td>
</tr>
<tr>
<td>37</td>
<td>• Colours</td>
</tr>
<tr>
<td>38</td>
<td>• Other Co-Curricular Activities</td>
</tr>
<tr>
<td>38</td>
<td>- Activities Week</td>
</tr>
<tr>
<td>38</td>
<td>- Drama/Debating/Public Speaking/Mock Trial</td>
</tr>
<tr>
<td>39</td>
<td>- Outdoor Education</td>
</tr>
<tr>
<td>40</td>
<td>Dress and Uniform</td>
</tr>
<tr>
<td>40</td>
<td>• Introduction</td>
</tr>
<tr>
<td>40</td>
<td>- Hats</td>
</tr>
<tr>
<td>40</td>
<td>- Shirt &amp; Blouses</td>
</tr>
<tr>
<td>41</td>
<td>- Blazers</td>
</tr>
<tr>
<td>40</td>
<td>- Hair</td>
</tr>
<tr>
<td>40</td>
<td>- Jewellery</td>
</tr>
<tr>
<td>41</td>
<td>- Make-up</td>
</tr>
<tr>
<td>41</td>
<td>- Tattoos</td>
</tr>
<tr>
<td>41</td>
<td>- General</td>
</tr>
<tr>
<td>41</td>
<td>• Student Discipline</td>
</tr>
<tr>
<td>41</td>
<td>• Senior School - Boys</td>
</tr>
<tr>
<td>42</td>
<td>• Senior School - Girls</td>
</tr>
<tr>
<td>42</td>
<td>• Senior School Sports</td>
</tr>
<tr>
<td>44</td>
<td>• Student Discipline</td>
</tr>
<tr>
<td>44</td>
<td>• College Telephones</td>
</tr>
<tr>
<td>46</td>
<td>• Prep</td>
</tr>
<tr>
<td>46</td>
<td>- Summer Uniform</td>
</tr>
<tr>
<td>46</td>
<td>- Winter Uniform</td>
</tr>
<tr>
<td>46</td>
<td>- Physical Education Uniform</td>
</tr>
<tr>
<td>46</td>
<td>- Clothing Needs - Uniform</td>
</tr>
<tr>
<td>46</td>
<td>• Senior School - Boys</td>
</tr>
<tr>
<td>46</td>
<td>• Senior School - Girls</td>
</tr>
<tr>
<td>46</td>
<td>• Senior School Sports</td>
</tr>
<tr>
<td>46</td>
<td>- Sport Dress Regulations</td>
</tr>
</tbody>
</table>
Mission Statement

caring community respect individual

‘educating the whole person for the challenges of a changing world’

All Saints’ College Bathurst is a Christian coeducational day and boarding school in the Anglican tradition catering to students from Transition to Year 12. The College seeks to:

- foster academic achievement, an excitement for learning, creativity and the fulfilment of individual potential;
- nurture spiritual awareness and maturity in a family environment that welcomes people of all faiths;
- develop confidence, integrity and respect for oneself and others through participation in a range of physical and cultural experiences;
- encourage independence, responsibility and self-motivation in a challenging but caring environment; and
- prepare students to become articulate and valued participants in the local and global community.
In 1873 Canon Thomas Smith of All Saints' Cathedral, Bathurst, enthused Bishop Marsden with the idea of opening an Anglican College in the city. The following year, on January 27th, the Bathurst Church of England College opened its doors to seven students under the headmastership of Henry Kemmis. Renamed All Saints' College, the College officially came into being in mid 1875 when it moved to its permanent site on the corner of Piper and Hope Streets after a successful fund raising campaign and the Bishop's donation of land.

In 1878 Mr Edward Bean, the Senior Classics Master of Sydney Grammar, succeeded Henry Kemmis. During the eleven years of his headmastership the College developed into a very significant and typically independent College. The scholarly Bean produced the badge and motto, designed the uniform, commenced the Bathurstian, introduced the prefect system, cadets, debating, dancing and carpentry, as well as opening a library and the Prep College.

The third Headmaster, the Rev’d Frederick Tracey, was a great scholar like his predecessor. Under his leadership, the steadily expanding College became one of the ten founding members of the Athletics Association of the Greater Public Colleges. In 1893, with a large number of enthusiastic old boys, the Old Bathurstians’ Union was started. With their support Mr Tracey purchased the College from the Church, thus becoming its proprietor, a position he maintained until 1919 when he sold the land and buildings to the NSW Government.

Originally the Assistant Master under Bean and Senior Master under Tracey, the fourth Headmaster, Mr Britten, was a very keen sportsman. His reign at the College saw it become very successful in rugby, football and cricket - several boys going on to play for NSW and Australia. He also persuaded the Old Bathurstians’ Union to finance the building of a Chapel, which they later moved brick by brick to the College’s present location on Eglinton Road.

In 1911 George Stiles succeeded Mr Britten. Both a linguist and an amateur boxing champion at Oxford University, he promoted French and German and brought boxing to significance in the College. With the coming of the war in 1914 enrolments dropped, staff became difficult to obtain and prices soared. Despite all efforts, on June 30 1919, Mr Stiles resigned and the College closed its doors.
Then in 1923 the Headmaster of Monaro Grammar College in Cooma, the Rev'd Lindsay Watson, and one of his staff, Mr Cameron McLeod, sought permission to re-open the College on its present site after purchasing Esrom House and 20 acres of adjoining land. The College grew so rapidly that Watson and McLeod had to purchase the nearby Travellers' Rest Hotel for additional classrooms and lease Walmer House on the river for boarders. Buildings mushroomed as the College continued to grow. The main oval was built and the OBU brought the Chapel down from the hill.

Finally in 1946 after 24 years at the helm, Lindsay Watson retired and handed the College over to the Rev'd Alan Catley. Unfortunately, the Rev'd Catley was not strong enough to carry the load. Recognising this he stepped down in 1948, passing the reigns over to Mr Ted Evans who guided All Saints' College for fifteen years. Maintaining the momentum of the Watson era, he took the College from a student population of 108 to 315 as well as overseeing extensive development in facilities.

In 1963 Mr Roy Dent, founding Headmaster of Sydney Grammar Preparatory College, took over from Mr Evans. His stay, though brief, was a busy three years. He oversaw the inauguration of the Avern Award (for meritorious service to the College) and the republication of the history of the College.

1966 was a year of three Headmasters. Mr Roy Dent resigned, Mr Vic Tunbridge of Geelong Grammar took over as acting Headmaster and later in the year, the Council appointed Mr Peter Gebhardt as the tenth Headmaster. During his time, Mr Gebhardt introduced many innovative programmes including Eastern-Western Week (work experience), Outdoor Education and Arts and Artists Week. He also initiated the building of the H.R. Richardson Memorial Library and Watson College (now Watson Boarding House).

Mr Dan Massey was appointed Headmaster in 1975. He introduced co-education in 1976 and was instrumental in the College amalgamating with Marsden Girls School in 1977. In 1982 the Junior School was reopened under the guidance of Mr Doug Finlay.

Dan Massey resigned at the end of 1983 and Deputy Headmaster, Mr Bruce Clydsdale, took over until Mr Robert Bickerdike was appointed in 1985. Previously Principal of Girton College and Head of Geelong Grammar's Timbertop, Mr Bickerdike led the College forward through eight years of constant development both in buildings and student numbers.

This period also saw a steady growth in Outdoor Education. Believing a liberal education system best prepares students for adult life, Mr Bickerdike was a strong advocate of "Outdoor Ed", seeing it as a highly effective way of fostering self-reliance and character development.

December 1989 saw the departure of Mr Doug Finlay from the position of Master of the Junior School, a position he held for eight years. Mr Jock Bidwell succeeded him in January 1990.
Dr Timothy Wright started at the College in 1993. Previously the Second Master at Trinity Grammar College in Sydney, Dr Wright was responsible for the development of the formal Pastoral Care Structure within the House system and its implementation within the College timetable. His vision of ASC as a Christian College inspired and shaped his leadership.

Dr Wright oversaw the development of College facilities such as the building of the Foundation Block and the Evans Block and the refurbishment of the Science Labs. The second stage of the Junior School Development was also completed during his time at the College. In 1998 the inaugural Transition to School class commenced with a full complement. Dr Wright left ASC to take up a new appointment as Headmaster of Shore (Sydney Church of England Grammar School) in 2003.

Ms Jenny Williams joined All Saints’ College from Snowy Mountains Grammar at the start of 2003. She brought with her a wealth of enthusiasm and a fresh vision for the future for All Saints’. She continued the development of the College’s Master Plan, overseeing the refurbishment of Britten House, the Dining Room, the Music and IT Centres and the front of Esrom House. Ms Williams remained as Head of College until 20th March 2008 when she accepted the position of Head of Samuel Marsden Collegiate School in Wellington, New Zealand.

During the interim period following Ms Williams’ departure and the arrival of the present Head, Mr Stewart Ross (Head of Senior School) took over as Acting Head of College.

Dr Peter Miller, our current Head of College, was appointed at the start of Term 3 2008. He had previously been Head of Middle School at Barker College, Sydney. Before this he served on the staff of Shore College (Sydney), Wellington College (UK) and St Peter’s College (Adelaide). He has been involved in rowing, rugby and athletics coaching. Dr Miller received a Rowing Blue at Sydney University and represented Australia in the Senior B Lightweight Four.

Today, ASC has a total enrolment of around 500 boys and girls. With its academic and sporting achievements among the top in the Central Western Region of New South Wales it is one of the most successful Colleges in the state, both academically and in co-curricular activities.
General Information and Procedures

Daily Procedures

The Senior School caters for both day students and boarders; consequently some of the daily routines are quite specific. Procedures and regulations specific to Boarding are contained in the Boarding Handbook.

All students are required to be at College Monday to Friday, no later than 8:50am for House Meetings and Roll Call. Some activities begin earlier than this and the member of staff involved will make individual arrangements with students and parents.

The Senior School operates on a seven period daily routine: six teaching periods and a 50-minute lunchtime. Period 1 begins at 9:00am, Period 2 at 9:45am, Recess at 11:00am, Period 3 at 11:20am, Period 4 at 12:10pm, Lunch at 1pm, Period 5 at 1:50pm and Period 6 at 2:35pm. The day concludes at 3:20pm. Full College assemblies are held each Tuesday at 10:30am. All students are involved in the Pastoral Care Program at 10:30am each day.

Sporting practice is held each Tuesday and Thursday afternoon, finishing at 4:45pm. First teams often continue beyond this time. Many of the co-curricular activities take place after 3:20pm and may necessitate day parents making special arrangements for transporting students home.
DAY STUDENTS

Travel
All students travelling to and from the College must wear full school uniform.

A number of bus services are available for students to travel to and from College. Details of routes and student travel concessions can be obtained from the Student Liaison Officer.

Where bus services are not available, parents must make their own arrangements to collect students after sport or cocurricular activities. The Head of College may give sport exemption to students who live over 25 kilometres from the College; parents should apply in writing.

Parents are asked to convey children to College on the first day of Term 1. The College does not provide transport home for students after Presentation Day. Parents must make arrangements to collect their children on that day.

Students brought by car should be set down or collected WITHIN THE COLLEGE GROUNDS.

Day students may drive to College only with written permission from the Head of College. The vehicle is not to be driven within the College grounds or used to convey other students of the College without written consent from the driver's and passengers' parents. Students should request the appropriate forms from the Executive Assistant. Learner drivers are not permitted to drive on College property.

Attendance & Leave
Students are expected to attend school every day that it is in session. To be recorded as present on a particular day, students must be present at Roll Call (8:50am). If students miss Roll Call they must see the Student Liaison Officer to be recorded as present on that day.

If it is known in advance that a student will be late, the reason for being late must be explained by means of a note in the student's Diary and the College should be notified by telephone before 9am.

Early Departure
If a student has to leave early, they must bring a note from their parents or guardians. They must present the note before Roll Call to the Student Liaison Officer, who will record their name on the absentee list, sign out before they leave and sign in on their return. The Student Liaison Officer will also record the period of their absence in their Student Diary.

Leave
If a day student is ill or otherwise prevented from attending, parents must notify the College by telephone, preferably before 9am, on the first day of absence. If the absence is likely to be prolonged, some indication of the expected length of absence is appreciated.

Prolonged Leave (5 or more days)
If a student requires extended leave because of illness or for other reasons (eg. family holiday), parents or guardians must apply for such leave in writing from the Head of Senior School by completing an Exemption Form which can be downloaded from the Website.

Appointments in Bathurst
Day students who have to attend an appointment in Bathurst or elsewhere must bring a note from their parents or guardians. They must present the note to the Student Liaison Officer, who will record their name on the absentee list, and sign out before they leave.

If the student returns to College following the appointment they must again see the Student Liaison Officer to sign back in. The Student Liaison Officer will also record the period of absence in their Student Diary.
Short Stay Boarding

Occasionally parents of day pupils have reason to ask the College for extra meals for their children or for prep supervision or for overnight accommodation. Such requests should always be made well in advance of the date/s requested. An Application for Short Stay Boarding can be acquired at Reception or downloaded from the ASC Boarding Website at http://www.saints.nsw.edu.au/boarding. To arrange emergency accommodation, the Director of Boarding can be contacted on 6332 7393 (h) or 6332 7337 (w).

Short Stay Boarding is available only to currently enrolled students.

The Director of Boarding shall approve applications and will confirm the booking in writing to parents. No child will be accepted for Short Stay Boarding without a confirmation of acceptance from the Director of Boarding. Applications will only be approved where:

a) In cases involving an overnight stay, a bed is available; and
b) In other cases, staffing and facilities are available.

Other factors that will be taken into consideration will be:
c) The reasons for the request; and
d) The age of the student and his or her particular needs.

Cancellation of Approvals
The short stay boarding arrangement approved for the student may be cancelled by the Director of Boarding at any time, after reasonable notice, if the place is required by a student seeking long term board.

Variations To Arrangements
To vary an approved short stay boarding arrangement parents or guardians should write (email is acceptable) to the Director of Boarding as soon as possible and preferably seven days before the changes take effect.

If parents or guardians have to vary short stay boarding arrangements urgently they should telephone the Director of Boarding. Failure to inform the College of a variation may incur a fee of one night’s accommodation and may result in the cancellation of a short stay boarding arrangement.

Fees
For a short stay boarding arrangement that involves overnight accommodation at the College, the fee charged shall be the daily rate.

For a short stay boarding arrangement that involves only meals and/or the supervision of Prep, the Head of College shall determine the fee charged.

Visitors
A visitor is regarded as any person, other than a member of staff or a student, who comes to the College to meet somebody. Parents or guardians and friends are visitors when they come to the College to see students.

Students who have left the College are welcome to return and visit. If they are still of school age (under 19) or have left within twelve months of their return visit they are asked to observe College rules, particularly with regard to smoking and alcohol. Students who have been expelled from the College may not return while their contemporaries (their own year and one junior) are still at College. After that time they may be allowed to return, but prior permission must be sought and obtained from the Head of College or the Head of House on duty.

Visitors During School Hours
Day and boarding students are not normally permitted to receive visitors during school hours, that is between 8:00am and 4:00pm Mondays to Fridays.
However, if students expect to have visitors during school hours they must tell them to report to Reception upon their arrival at the school (where they will be issued with a visitor’s badge) unless their visit is part of an approved leave arrangement.

**Unfamiliar Persons**
Students should make visitors to the College feel welcome and should assist them to find the person they want to see. However, if students see or speak to an unfamiliar person on campus and become concerned about their presence, they should immediately report the matter to a member of staff. Students should not challenge the person’s right to be on campus themselves.

**Student Diaries**
All students are issued with a Student Diary, which contains a record of academic and behaviour matters. It is the main channel of communication between parents and staff.

Parents are advised to inspect and sign the Diary at regular intervals and at the end of each term. Day parents may do this weekly while boarders’ parents may do this when students return home on leave.

Students will be assigned a tutor. The tutor will take the roll and may sign the Student Diaries daily.

**VIM/Revelations**
All Saints’ College publishes the “VIM” Quarterly Magazine once a term and this is available through subscription. A copy is also available on the website at www.saints.nsw.edu.au/vim_magazine. Staff members responsible for the publishing of “VIM” can be contacted through the Development Office on 6332 7372.

“Revelations” is the Senior School weekly newsletter. This is also published electronically on the College website. The Junior School similarly publishes a weekly “VIM” to keep their parents informed of Junior School happenings. Both these newsletters are emailed to parents. Parents are welcome to submit items of news or interest for publication. P&F, OBU, etc notices are published in the newsletters.
Registered Nurses provide health care and advice to every student at All Saints’ College. The Health Centre can assist with making appointments to see the College Counsellor.

**Opening Hours**
Weekdays: 8:30am until 6:45pm. Emergency advice is available to boarding staff out of hours.

**Contacting the Health Centre**
The Health Centre phone: (02) 6332 7300 and fax: (02) 6332 7304. Sister carries a mobile phone when not in the Health Centre and can be reached on 0417 466 724.

**Attending the Health Centre**
If a student becomes ill during a class and needs to go to the Health Centre without delay, they should obtain permission from their class teacher by means of a note in their Student Diary.

If a student becomes ill during a break between classes and needs to go to the Health Centre without delay, they must obtain permission from the teacher of their next class. If, when they go to the Health Centre, the Health Centre is unattended, they should return to class immediately or report to the Student Liaison Officer.

Students should arrange a time in advance if they need to see Sister out of published Health Centre times. Students may only visit another student in the Health Centre after school hours and at the discretion of Sister.

**Leaving the College due to illness**
If a day student is unwell and wishes to go home, they must obtain written permission from Sister or from their Head of House. They must also report to the Student Liaison Officer who will telephone their parents or guardians and record their time of departure on the absentee sheet. They may rest in the sick bay until parents/guardians are able to collect them.

**Emergencies**
If boarding students become unwell when the Health Centre is closed, they should see their House staff.

**Medication**
*Students are not permitted to keep any medication in their possession. If a student requires medication during school hours, this must be left in the Health Centre with written consent for dispensation by Sister.*

This includes all “over the counter” and prescription medications.

Written consent is required from parents/guardians for Sister to dispense any medication.

**Referrals**
Written parent/guardian consent is required for referral to all specialist services. The Russell Street Medical Centre keeps appointments free for All Saints’ boarders on Tuesdays and Thursdays. Normal bookings are made for more urgent matters.

**Immunisations**
Immunisations can be offered by the Health Centre with written consent from parents/guardians.

**Health Information**
Students are welcome to see Sister for health information and advice during Health Centre hours.

**MEDICAL ALERT:** All Saints’ College is a nut-free and spray free zone. All nuts, aerosol deodorants and body sprays are banned.
Insurance

Accident Insurance
All students are covered under a Student Protection Plan against out of pocket expenses for injuries and permanent disability caused by accident or other specified situations. Payments for permanent disability cases are capped at a specified dollar value and are payable in addition to normal medical benefits received from private health funds or Medicare. Payments for the medical treatment of injuries are for out of pocket expenses after Medicare and private health care reimbursements have been received.

This policy does not negate the need for private medical cover, which is recommended.

Further details can be obtained by contacting the Business Manager.

General Insurance
In respect of loss or damage of personal possessions, it is recommended that cover (on the family policy) be extended to the student's possessions whilst at College.

Damage to College property may be charged to a student's account if circumstances warrant it. The College requires payment of the first $1000 of all claims under its insurance policy.

Mail
Mail is cleared at noon each day (except Sat/Sun). Incoming mail for students that is Certified, Priority or Courier delivered should be picked up from the Student Liaison Officer under signature. Morning newspapers can be ordered and collected from the Student Liaison Officer during term from Monday to Friday.

Textbooks and Stationery

Textbooks and Stationery
Parents can purchase textbooks and stationery direct from the supplier, Bellbird Books (a division of Campion Pty Ltd). Textbooks and stationery lists and order forms will be distributed to students Term 4 of the preceding year. Lists and order forms will also be available via the College website at www.saints.nsw.edu.au/text_books. Books will be delivered direct to the student’s home prior to the start of Term 1.

iPads
Students with iPads will require a blend of both hard copy and electronic texts so they will still receive stationery and textbook order forms. Electronic texts are listed for purchase in the same way as hard copy texts and will be supplied in a downloadable format.

Throughout the year parents can order extra texts directly through Bellbird Books via the link on the ASC website. Boarders’ books can be delivered to their boarding house during the year.

Please label all books.

At the end of the year the College will host a Second Hand book sale day. Only textbooks listed for the following year may be submitted to the sale. Books should be of saleable quality (this includes sound binding and lack of annotation or the writing in of answers). Payments may be made by cash, cheque or EFTPOS (including Visa, AMEX and Mastercard).
CHAPEL AND CHRISTIAN STUDIES

Each student from Year 7 to 10 has a period of Christian studies per week and every student attends a weekly Chapel service. All students are expected to attend and be involved. As ASC is a Christian College, students are enrolled on the understanding that they will be involved in Chapel and classes, and exemption on religious grounds is not granted. The Chapel services reflect our Anglican tradition of Christian worship. There is an annual Confirmation Service and introduction to First Communion.

Boarders also attend Chapel on the weekend. A variety of services are held for Boarders’ Chapel - from Holy Communion to less formal ‘In-House Chapels’. Some services are held in the morning, some in the evening. Dress for Sunday service is ‘good casuals’.

On Wednesday mornings there is a voluntary Holy Communion service at 8:15am for staff and students.

Each week the Chaplain visits one of the Boarding Houses. This allows the Chaplain to talk with boarders in a less structured and informal setting. Boarders are also invited to the Chaplain’s Suppers.

Students are given the opportunity to assist in services through readings, giving talks, leading prayers and being part of the Chapel musical program. The Chaplain encourages students from all religious backgrounds to use Chapel time for personal reflection and learning.

The College has an affiliation with the Crusader Union, which meets on Monday afternoons. The College also has strong links to All Saints’ Cathedral Youth Group. On occasions Crusaders organises camps for members and friends. These camps are open to all students.

The Chaplain lives on site and is always happy to have students visit. The Chaplain’s office is in Foundation Block. He is available to support students, parents and staff and can be contacted on the College number or after hours on 6332 7370.
The Senior School has a formal Pastoral Care Program with the aim to ensure that every student is known personally by at least one staff member. This program operates within the house structure which allows for discussions and activities associated with the Pastoral Care theme.

There is half an hour of House/Pastoral Care time at 10:30am each day. This time is allocated as follows: Chapel, House and Tutor Group meetings once a week, a full formal Assembly each Tuesday for presentations and reports, and Prefects’ Assembly each Friday for general information dissemination. Within the House and Tutor Group meetings attention is paid to promoting self-awareness and building self-esteem. Many Pastoral Care activities are simply designed for the students’ enjoyment, to promote a positive environment of fun with their peers.

Each Head of House is uniquely placed to know the students in their House, so they are the first point of contact for parents with concerns regarding the welfare of their child. The Head of Senior School has overall responsibility for the Pastoral Care and Discipline of students in the Senior School and deals with matters that move beyond the scope of the Head of House. The Heads of House will advise when such a situation arises.

Heads of House can also help with academic concerns, although teachers are happy to be approached directly concerning their students. Heads of Department, similarly, deal with academic matters within their Departments and liaise closely with the Head of Senior School. All Board of Studies, Distance Education and subject selection enquiries should be directed in the first instance to the Head of Senior School.

The College Counsellor is an integral member of the Pastoral Care team and meets weekly with the Head of Senior School and the Head of College to discuss concerns regarding students and monitor their health and well-being. The Welfare Committee, comprising key members of staff from across the College, meet each month for a more comprehensive discussion of student welfare.

Overseas Students can access all of the above support staff, but are also specifically cared for by the ESL Teacher who sees each of them for classes on a regular basis. The ESL Teacher conducts an orientation program designed specifically for overseas students when they first arrive at the College. This includes helping them to get to know the College and the town as well as establishing bank accounts and understanding where and how to access support services. The ESL Teacher is the official staff contact for all overseas students and develops close relationships with them, organising social dinners and outings specifically for them during the year.
STUDENT LEADERSHIP

All Saints’ College aims to provide and nurture opportunities for students to develop leadership skills. Opportunities that exist include:

Senior School Prefects: Year 11 students are invited to apply for leadership positions. Interviews are held by the Head of Senior School and their Head of House. Voting is then held across the school. Finally, with all this information at hand, the Pastoral Care Team discusses appointments. Some Prefects are appointed as Captains of their respective Houses to assist their Head of House with such activities as fundraising, assemblies and cross-age tutoring. A girls’ and boys’ captain is also selected to carry out many of the ceremonial functions, representing the College at civic events. Prefects meet regularly with the Head of Senior School to discuss school issues, events, responsibilities and evaluation of their performance.

Captains of Houses: The school has three Houses and each of these Houses has a girl and boy Captain and Vice-Captain appointed by the Head of House. These students’ main responsibility is to organise student representation in competitive events such as Sports Carnivals, Public Speaking and Music Festivals. Heads of Houses monitor and assist with the development of their Captains’ leadership skills.

Captains of Co-Curricular Activities: Captains are often appointed to assist with the organisation of their sport, music or speech activities and to represent at school and community functions.

Student Representative Council (SRC): Students in each year vote for two representatives to represent them on the SRC. The SRC has a constitution which outlines its role and responsibilities. The SRC meets regularly with its Teacher Advisor to discuss matters of interest to the student body. The Girls’ and Boys’ captain are ex-officio members of the SRC committee.

Food Committee: This committee meets with the Director of Boarding and the Catering Chef/Manager to discuss the menu at school. It comprises mainly members of the boarding community although the SRC appoints some members to represent day students.

House Monitors: The Houses appoint students from time to time to organise events or activities

EVACUATION PROCEDURES FOR STUDENTS

Your personal safety is your first priority.
Smoke kills and injures more often than flames.

The need to evacuate will be communicated by a continuous non-variable siren

When the alarm sounds:

1. Follow the instructions given to you by a staff member;
2. If no staff member is present, leave the building immediately by the closest exit;
3. Do not wait to collect your belongings;
4. Do not stop to chat with friends;
5. If there is smoke, keep low and put your handkerchief over your mouth;
6. Go directly to Watson the (main) Oval, which is the emergency muster area;
7. Under no circumstances re-enter the building;
8. Walk briskly, do not run and keep away from buildings;
9. Assemble in your HOUSE group;
10. Sit down and answer your name when the roll is called;
11. Do not leave the muster area until a staff member says that you can.

**LOCKDOWN PROCEDURES FOR STUDENTS**

A lockdown is required when there is a threat outside of the school buildings (eg armed threat, unidentified intruders). All staff, students, visitors, subcontractors and all others on site must remain in a secure room or area.

A modulating alarm indicates a lockdown.

On hearing the lockdown ‘tone’ the following procedures should be adhered to:

**For those inside buildings when the alarm sounds:**

- Remain in the room you are in until instructed to leave or the all clear is given.
- Lock all doors and windows.
- Lock all corridor doors and windows.
- Close curtains and blinds.
- Turn off the lights.
- Answer your name when the roll is called.
- Stand by for instructions from the Head of College or Head of Senior School.
- When the all clear is given, evacuate to Watson Oval.

**For those outside buildings when the alarm sounds:**

If students, staff or visitors are outside of classrooms at the time of a lockdown they should move to the nearest room. However, the people inside the room should only let in other students and staff whom they can identify. All others should be told to go to Reception and congregate in that area. If students and staff are on Watson Oval they must go to the Bickerdike Centre.

**If the lockdown is called at lunch or recess:**

- Junior School students should return to class.
- Senior School Students should go to their House rooms;
- Staff should move to the appropriate areas as indicated above to call the roll.

**Lockdown All-Clear**

The Head of College shall announce when it is safe for students and staff to leave the lockdown areas. A lockdown will always be followed by an evacuation so that everyone is accounted for and briefed regarding the lockdown incident. This may then be followed by a return to normal College activities or the suspension of classes for the rest of the day and the sending home of day students.
College Facilities

All Saints’ College offers a number of facilities for the use of the College community. All areas have specified rules. Some information is listed below and further information may be obtained from members of staff responsible for such facilities.

**Bickerdike Centre**

The Bickerdike Centre is available for use for indoor sports, drama and musical performances, assemblies and special functions. The Sport Coordinator is ultimately responsible for bookings of the Centre. Bookings can be made at Reception.

To prevent damage to the floor, students must wear sports shoes when they are playing sport in the Centre. They must not take food and drink into the Centre (except sports drinks in unbreakable bottles) without the permission of a member of staff.

**Boarding students** may use the Centre under supervision with the permission of the Head of House or the person on duty.

**Design & Technology, Visual Arts, Music & Computer Centres**

Students may use the Visual Arts, Music, Design & Technology and Computer Centres outside of scheduled classes. The appropriate teacher in charge is responsible for bookings and supervision.

Boarding students who wish to use these facilities after the evening roll call must obtain permission from the Head of House or the person on duty.

**Dining Room**

Students may only use the Dining Room during scheduled meal times. When in the Dining Room they must obey any instructions given to them by the staff on duty and must not enter the food preparation areas. Generally, no food, dining or kitchen equipment is to be removed from the Dining Room.

**Drama Studio**

The Drama Studio is available for use when it is not being used for scheduled classes. The Head of CAPA (Creative and Performing Arts) is responsible for bookings. Students must not take food and drink into the Studio and must be supervised.

**The Internet**

College regulations with regard to Internet usage are designed to:

a) Ensure that students use the network only for educational and other legitimate and appropriate purposes.

b) Protect students’ privacy.

c) Protect students from accessing illegal or inappropriate information.

d) Ensure that the College meets its legal obligations including child protection, copyright and privacy obligations.

**The Network**

The College’s network (also known as the intranet) is an electronic facility that links the College’s microcomputers and computer terminals, printers and other electronic devices so that users of the network can communicate electronically with each other and with people outside the College using email and can access information and communicate with other people using the Internet.

To use the College’s network students must complete the appropriate form declaring that they have read, and agree to abide by, College requirements. This must be signed by their parents or guardians and forwarded to the College before an account can be activated for the student.
The College’s network will normally be restricted to educational and related uses. However, recreational use of the network, including access to the Internet, may be approved from time to time. Such approvals will generally only apply to boarding students outside of College hours. Educational use of the Internet will have priority over recreational use.

A limit will be set on the amount of data that students may download from the Internet when using their network account.

Using Student Computers
Students must apply to the Network Administrator to have their own computer connected to the network. If the request is approved, the computer will be registered as a user of the network.

The Network Administrator can detect the connection of an unregistered computer. A student’s network account may be cancelled if they connect an unregistered computer.

Students’ computers must have up to date virus protection software installed before approval will be given for it to be connected to the College’s network.

The College will accept no responsibility for any damage or faults that might affect a student’s computer while it is connected to the network (e.g., lightning damage or virus attack).

CONDITIONS OF USE
By logging onto and accessing the All Saints’ College network and computers you agree to:

a) be courteous and use appropriate language at all times
b) report to your teacher or Head of House any abusive, rude or threatening messages you receive via the network or any suspected security breach
c) respect the privacy of others
d) discuss with your teacher requests to search for information on the Internet
e) allow the College to monitor your email and internet usage

You agree not to:

a) create and/or distribute any virus, spyware, illegal software or illicit material.
b) give your password to another person
c) allow any other person to use your network account
d) deliberately access Internet websites that contain pornography or sexually explicit language or pictures, is racially or gender biased, advocates or portrays extreme violence, advocates or provides for illegal or illicit activities such as gambling or drug use, or provides dating services
e) participate in chat rooms
f) vandalise or harm the College’s network, computers, printers, terminals or software
g) use the Internet for commercial or financial gain or political purposes
h) send anonymous messages
i) create your own websites without permission
j) download any material that is subject to copyright, including but not limited to text, music, games, video and graphics
k) download and/or run any executable program without permission from the Network Administrator
l) provide to any person out of the College via the network, your name, address, telephone number, credit card details or any other information that may identify you or the College
m) waste College resources by spending unnecessary time on the network and/or by printing unnecessary material

You are aware that:

a) If you do not abide by this agreement you will be dealt with under the Policy on Student Discipline and may have internet privileges withdrawn, suspended or restricted, be placed on detention or gated, or be suspended. You may be expelled for serious breaches
b) Any usage over your monthly download quota will be charged at $0.05/megabyte. Extra download can be purchased through Reception.
It is recommended that you change your password regularly. Please allow 5 mins for your internet access to become available after a password reset.

**Monitoring Student Usage**

The College shall randomly check student use of the network to ensure they are complying with College regulations. In particular the Network Administrator will check:

a) The email students send, the Internet websites they visit and the material they download from the Internet.

b) To ensure that no one else is using a student’s account.

c) For any unregistered computers connected to the network.

**Penalties**

If students do not abide by College regulations they may, depending on the seriousness of the offence:

a) Receive a warning or be reprimanded.

b) Be prevented from using the network for a specified period.

c) Be prevented from using the Internet unsupervised.

d) Be placed on detention or gated or, if the breach is particularly serious:

e) Be suspended or expelled from College.

**Library**

**INFORMATION LITERACY**

The Library provides print and electronic resources to support the curriculum. Information literacy is integrated into learning activities and assessment tasks using the six-step information process called the Information Literacy Planning Overview (ILPO):

- DEFINING the task
- LOCATING the resources
- SELECTING / ANALYSING information
- ORGANISING / SYNTHESISING information
- CREATING / PRESENTING a personal response
- EVALUATING a task response

Through this planned, sequential process, repeated in a variety of subjects and contexts, students will develop into skilled, confident and discerning users of information.

Further information and documents required for the development of information literacy skills can be found on the school Intranet.

**OPENING HOURS**

The Library is open Monday to Friday during Term from 8:15am to 3:30pm. On Mondays and Wednesdays it stays open until 5:00pm.

On Wednesdays during Term the Library is open from 6:30pm until 8:30pm.

Students using the Library after 6:30pm should:

a) Sign the roll sheet upon arrival and note their time of arrival.

b) Use the computers only to obtain information required for Prep and not for email.

c) Note their time of departure in the roll sheet and have their Student Diary signed by the Teacher Librarian before leaving the Library.

d) Have their ID card if they want to use a laptop or borrow a book.

**CONDUCT IN THE LIBRARY**

Students using the Library are expected to comply with any instruction issued by their teacher or the Teacher Librarian and, in particular, shall:

a) Not consume food or drink;

b) Not use iPods or Mp3 players, etc., in a way that disturbs others;

c) Turn off their mobile phones; and

d) Have their ID card if they want to use a laptop or borrow a book.
Class Work
Classes using the Library should wait outside the Library in a quiet and orderly manner until directed to enter the Library by their teacher or a Teacher Librarian. While in the Library they will work under the supervision of their teacher and/or the Teacher Librarian.

Private Study Periods
Students working in the Library during private study periods shall, in addition to complying with the above rules:

a) Do so quietly and in an orderly manner.
b) Work by themselves and not in groups.

BORROWING RESOURCES
Books may be borrowed from the Library for a period of two weeks. Nine items with a maximum of two from any one subject area may be borrowed at any one time. Magazines, maps and videos may be borrowed overnight.

Lost or Damaged Resources
Students who lose or damage resources that they have borrowed from the Library should report the loss or damage to a member of the Library staff. Students will be required to pay for the replacement or repair of the resources.

Suspension of Borrowing Privileges
The Teacher Librarian may suspend borrowing privileges if a student has resources overdue or is in breach of this Rule in some other way. The period of suspension shall continue until the matter leading to the suspension has been resolved to the satisfaction of the Teacher Librarian.

The Library Computers
To be eligible to use the Library computers, a student shall have returned the Acceptable Use Policy form signed by the student and the student’s parents or guardians. The Network Administrator shall issue the student with a login name and password that will enable the student to access the Network.

The Library computers may be used by students outside of class time, ie before or after classes or during recess and lunchtime, to access the Internet or to send email.

Before entering the computer room, students must first check with a member of the Library staff.

Swimming Pool
Students may use the Swimming Pool under staff supervision during Terms 1 and 4.

Use of the Swimming Pool is only permitted with permission of the Head of College.

Boarding students must obtain permission from the Head of House or the person on duty to use the Swimming Pool during term and must be supervised. All those using the pool must leave the enclosure and the changing rooms tidy and turn off lights if they are last to leave.

Tennis Courts
These facilities are available for students to use during the term and a key can be obtained from the Sport Coordinator or Head of House on Duty. Those needing to book the tennis courts should contact the Sport Coordinator during College hours.

Weights Room
This College facility is also available out of College hours by arrangement with the staff member in charge. Anyone using the equipment in the weights room must be supervised.
Student Discipline

Discipline is one of the fundamentals upon which successful teaching is based. The aim of discipline in any College is to teach appropriate social behaviour, to facilitate learning and to enable the individual to accept responsibility for his or her actions and to foresee the consequences of behaviour. In a College such as ours it is also to teach the need for us to seek the benefit of others before ourselves and to come to a right understanding of authority.

**Required Conduct of Students**

All Saints’ College sets firm guidelines recognising that teachers have a right to teach and students have a right to learn. We work on the basis that these rights are respected and that the behaviour of students will follow rules of common sense and common courtesy.

All students are expected to observe College rules both at College and in public places. Offensive actions undertaken outside of College hours or term are still regarded by the College as its proper area of concern because of the impact such actions have on this community of families.

**Student Code of Behaviour**

I understand and accept that in becoming a member of All Saints’ College, I must support the following ways of behaving, as well as these regulations and accepted practices:

1. I understand that All Saints’ College is an Anglican School, and as such, that I will be expected to respond to and behave towards other people in ways that are expected in a Christian school community.

2. I understand that in all my dealings with other people – teachers, other adults, and my fellow students - I must ensure that I show proper respect, care and consideration, and treat all others as I myself would wish to be treated. I understand that developing and maintaining positive relationships with everyone I come into contact with at All Saints’ will assist the school community to be a harmonious and positive place where everyone can grow with confidence and dignity.

3. I undertake to accept the directions of those in authority over and in care of me: Teachers, Resident Staff and Prefects. I understand the importance of common courtesy and good manners, and of saying ‘Please’, ‘Thank you’, ‘Excuse me’ and ‘I’m sorry’.

4. I undertake to be careful in my speech. I understand that swearing, blasphemy and abusive speech are not acceptable.

5. I understand the absolute importance of always being honest.

6. I will wear the College uniform in its various forms neatly, completely and with pride. I will conform to all dress and hair regulations without exception.

7. I undertake to respect the buildings, facilities, gardens and grounds at All Saints’, and to assist to keep all areas of the College neat and free from litter, especially areas I may be in.

8. I promise to behave at all times in ways that bring credit to the College. Specifically, I promise not to smoke, nor drink alcohol, steal, nor take drugs which are not medically prescribed, when in school uniform or when involved in a school-related activity of any kind.
9. I will treat my academic work seriously and be conscientious with my homework. I will actively seek the advice and help of my teachers especially when I am experiencing difficulties with my work.

10. I understand that I will regularly and punctually attend scheduled classes, Assemblies, Examinations and Chapel Services and participate in them.

11. I understand that there are many opportunities to participate in the life of the College. When I have made a commitment to any activity, team, club, group or excursion, I will keep that commitment.

12. I understand that in being a member of All Saints’ College, I am undertaking a commitment to myself to be the best that I can be. I am also making a commitment to my parents to make the most of the opportunities with which they are providing me; to the staff to work with them to take full advantage of all they are offering me in assisting in my education; and to the College, to make the best contribution I can to uphold its traditions and its good name.

Sanctions

The range of sanctions available to the Head of College include:

- Detentions (see below)
- Gating (see below)
- Change of Behavioural Status
- Suspension - Full and suspended
- Expulsion
- Referral to the Police

Corporal punishment is not used as it is inconsistent with the College’s philosophy on student discipline. Furthermore, the College does not sanction the administration of corporal punishment by any person (including parents) to enforce school discipline.

Where the College has reason to believe that a student’s out of hours behaviour is a danger to themselves or others, the College will consult with parents.

Students may be suspended or expelled for persistent or flagrant refusal to obey College rules, bullying (including psychological, verbal and physical harassment of others), bringing alcohol into the College, insolence or being a disruption to the learning of other students.

Certain breaches of College rules are regarded as extremely serious and may be dealt with by expulsion without warning. Examples are: bringing illegal drugs or associated equipment onto campus; bringing into the College firearms or explosives; extreme insolence or violence.

Detentions

Day students who are given an after-school detention will receive a detention notice which they must have signed by their parent or guardian and return the following morning. This will advise parents/guardians of the reason, date and duration of the detention and the fact that it is their responsibility to arrange travel home for the student following the detention. A minimum of 24 hours notice will be given to parents/guardians of any after-school detention. These will commence at 3:20pm and are usually held on Friday. The Head of Senior School and Prefects will supervise. Should a detention conflict with prior family arrangements, the matter should be discussed with the Head of Senior School.
**Gating**

Gating is a penalty that may be imposed upon students for misbehaviour within the College or, in certain circumstances, for misbehaviour outside the College.

A gating for a period of up to three weeks will normally apply. However, a longer gating may be imposed if the misbehaviour warrants a longer period.

The Head of College, the Head of Senior School, the Heads of Boarding or Heads of House may impose a gating penalty on students.

The staff member who imposes a gating will tell the student the reason for, and the duration of, the gating. The student will be given the opportunity of phoning their parents or guardians to tell them that they have been gated. The staff member will talk to the parents after this to explain the reasons and to tell them how the gating will apply to the student.

The staff member shall also inform the Head of College or the Head of Senior School of the gating.

Gating may be imposed on students in addition to other penalties, including a detention.

If a student fails to comply with the gating conditions (see below), the gating period may be extended or a more severe penalty may be imposed.

**Conditions Of Gating**

**Boarding Students** (see Boarding Handbook)

**Day Students** who are gated must:

a) Carry their gating card at all times during the course of the gating and produce it at the request of any staff member. They must ensure that the card is correctly completed at all times.

b) Wear full school uniform at all times during the day except when undertaking physical education, sport or community service.

c) Assist with clean-up in the Dining Hall after lunch unless prevented by commitments in other school activities such as band or choir practice, etc.

d) Report, during class hours, to the teacher of each of their classes to have their gating card signed.
A Three Stage Individual Student Management Model with Review

This Model is intended to assist students in their progress through All Saints’ College.

It is being established as a last resort process and will be implemented when it becomes clear that other academic and pastoral support strategies are not proving successful. This statement regarding the model is intended to ensure all parties are aware of the status of each student as well as to maintain All Saints’ culture of support for all students.

Stage One
Students who have accumulated a number of major detentions for a range of reasons may move to Stage One. Alternatively, students might commit a single major offence that warrants implementation of this Stage. This Stage might be imposed in addition to a major school punishment for unacceptable behaviour.

This Stage involves a meeting of the parents and the student with the relevant Head of School. Confirmation of this Stage will be made by the School in writing. This letter will outline means of support and pathways to improvement to assist in the student’s removal from this Stage. Support strategies could enlist the expertise of the College Counsellor and may involve the student being required to enter into a Contract committing him or her to making appropriate changes in his or her approach and behaviour.

Stage Two
Students who continue to be unable to meet the College’s expectations in any regard despite placement on Stage One will move to Stage Two. Alternatively, a student might commit a single offence of greater severity warranting placement at this level. This Stage might be imposed as a result of behaviour punished by school exclusion such as Internal Suspension or Suspension from School.

This Stage involves a meeting of the parents and student with the Head of College or his representative. This meeting will be supported by notification in writing of the student’s status in addition to the means of support to assist the student’s progress and removal from this Stage. Regular support from the College Counsellor and a Contract will be used to assist students at this Stage.

Stage Three
Students who show inability to make changes to their behaviour or approach despite placement on Stage Two will move to Stage Three. A student might also be placed at Stage Three as a result of a major single offence. It is intended this Stage is either a ‘final chance’ for continuing poor behaviour at lower levels or as a ‘second chance’ for first-time major offenders.

This Stage involves a meeting of the parents and student with the Head of College or his representative to discuss the student’s continuation at All Saints’. This meeting will be supported by notification in writing of the student’s status in addition to the support to assist the student’s progress and removal from this Stage. The College Counsellor and a Contract will be used to assist students at this Stage.

Stage Review
The status of all students on an individual Student Management Stage will be reviewed as a matter of routine. This Review will be undertaken by the Head of Senior School in consultation with the student’s teachers and the Head of House or Tutor.

A Stage Review will generally take place at the end of each term. Class teachers will be asked for their comments and recommendations for each student on a Stage. The input from class teachers will combine with other relevant information (such as the detention record and commendations) to assist in the Review.

Progression to a lesser or higher stage or removal from Stages are possible outcomes of a Stage Review. Students with significantly improved performance or a significant deterioration in conduct might skip a Stage in the model.

Despite this Three-Stage Model some incidents of extreme misconduct could result in immediate exclusion of a student from All Saints’ College. The College reserves the right to exclude any student at any time for inappropriate or unacceptable behaviour regardless of his or her placement within this Management Process.

Dr PD Miller, Head of College, 20 October 2008
SOME IMPORTANT RULES

Academic Misconduct

Academic misconduct occurs when a student acts or attempts to act in a way that is designed to defeat the purpose of the learning experience, or the assignment or examination. Academic misconduct usually takes the form of plagiarism, cheating or collusion. It is unacceptable and will be penalised.

Plagiarism

Plagiarism occurs when a student uses another person’s ideas or written material and gives the impression that those ideas or written material are their own original work.

Plagiarism includes, but is not limited to:

a) Copying material from books, magazines, the Internet and/or CDs without acknowledging, by the use of quotation marks or in some other way, that someone else’s work has been used.

b) Using another person’s ideas, even if they are written in the student’s own words, without acknowledging by footnotes or in some other way that the ideas come from another person. That “other person” includes parents or guardians.

Students should always express their ideas and concepts in their own words. Only where there is no alternative should students quote directly from other material. Quotation marks must be used and the source acknowledged. All sources of information should be appropriately and accurately acknowledged in a Reference List or Bibliography included at the end of the assignment. If students are unsure of the correct method of acknowledging their sources they should check with their class teacher for that Department’s preferred method(s) of referencing.

Cheating

Cheating occurs when a student does not abide by the requirements that apply to class work, assignments or examinations.

Cheating includes, but is not limited to:

a) Copying another student’s answers or allowing another student to copy your answers.

b) Falsifying results in a practical experiment.

c) Getting another person (including parents or guardians) to do all or some of the assignment work.

Collusion

Collusion occurs when a student works with other students on an assignment, project or similar task and then submits the work as if it was entirely their own.

Collusion includes, but is not limited to:

a) Writing the whole or a part of the assignment with another person.

b) Using another person’s notes or assignment plan to write the assignment.

c) Allowing another student to use your notes or assignment to help them write his or her assignment.

Penalties For Academic Misconduct

First Offences

If a teacher finds that a student has cheated, plagiarised or colluded he or she will explain to the student what they have done wrong and may also do one or more of the following:

a) Warn the student not to do it again.

b) Deduct marks from the work submitted.

 Persistent Offences

If a student persistently cheats, plagiarises or colludes, their teacher may refer the matter to the Head of Senior School who may consult with the Head of College regarding disciplinary action which, in extreme cases, might result in suspension or expulsion from the College.
Bicycles
Students may not ride their bicycle on the walkways of the College, across Watson Oval or in the areas north of the Library and the Science Block. When riding a bicycle students must wear an approved safety helmet.

Bounds
Day students: After arrival at the College for classes, day students may not leave the College grounds until the day’s classes have concluded, except with the permission of their Head of House.

Boarding students may not leave the College grounds at any time without the permission of their Head of House.

The following areas of the College are out of bounds to:

All students
- The maintenance and ground sheds and compounds.
- The Dining Room, except during approved meal times and after school to access water, and the kitchen.
- All teaching areas when classes are not in session, except with the permission of a member of the teaching staff.
- The Bickerdike Centre when classes are not in session, except with the permission of a member of the teaching staff.
- The front lawns of the College, except the Year 10 area.
- The Health Centre without permission from the Sister.
- The area behind the Health Centre and Music Rooms.

Female Students
- The boys’ toilets and the boys’ rooms in the boarding houses.

Male Students
- The girls’ toilets and the girls’ rooms in the boarding houses.

Day Students
- All boarding houses when classes are in session.
- All boarding houses when classes are not in session except with the permission of the staff member on duty.

Boarding Students
- Another boarding house unless permission is given by the Head of the other House.

Senior School Students
- The Junior School toilets.

Junior School Students
- The Senior School toilets.
**Cars**

Day students may drive to school only with written permission from the Head of College. The vehicle is not to be used to convey other students of the College without written consent from the driver’s and passengers’ parents. Students should request the appropriate forms from the Executive Assistant. Students must park in the Student Carpark. Students are not to drive up the back of the College. Boarders may not be driven in cars by drivers under 21, unless by an older brother or sister and then only with written parent permission. No Boarder is to have a car at the College under any circumstances.

**Illicit Drugs**

Illicit drugs are drugs like alcohol and tobacco that are not banned by law but have limits placed upon their availability and use. Students, even if over the age of 18, must not possess, use or be under the influence of alcohol or tobacco while they are at school, when they are representing the College, or when they are in a situation that identifies them as a student of the College. In addition, students must not supply alcohol or tobacco to others.

**Illegal Drugs**

Illegal drugs are drugs that are banned by law. They include such drugs as marijuana, opium, ice, cocaine and heroin. The College wants to ensure that students are not exposed to illegal and illicit drugs whilst at school or involved in school activities.

Students must not possess, use or be under the influence of illegal drugs whilst at school, when representing the College, or when in a situation that identifies them as a student of the College. In addition, students must not supply illegal drugs to others.

**Drugs Taken Out Of College Hours**

If the College has reason to believe that a student is using or supplying illicit or illegal drugs out of College hours, the Head of College will refer the matter to the student’s parents or guardians. If the College has reason to believe that these actions are endangering the student or others or are bringing the College into disrepute, the Head of College will deal with the situation as a disciplinary matter.

**Penalties For Drug Misuse**

The range of sanctions available to the Head of College, depending on the circumstances, includes:

- Informing the student’s parents.
- Requiring the student to keep away from particular students during and/or after school hours.
- Gating.
- Detention.
- Change of Behavioural Status.
- Suspension.
- Expulsion.
- Referring the matter to the Police.

**iPods/MP3s**

The use of iPods or similar musical devices in the classroom is solely at the discretion of individual teachers. Normally this privilege would be extended to students in Stage 6 of their education. It would be considered rude to talk to your teacher while still using the iPod, even in the playground. iPods or similar storage devices cannot be taken into examinations.
The ASC Examination Code exists to ensure that those assessment tasks, which are to be done individually and without assistance from others, are carried out in an environment that ensures professionalism, fairness and integrity:

a) For both written and practical examinations students are to wear the appropriate College uniform and to follow all directions of supervisors, especially in relation to the start and finish of writing.

b) Students should be ready at the examination room ten minutes before the starting time. Misreading of the examination timetable will not entitle students to an alternative task. Absence on the day of a paper requires a medical certificate. A note from the College Health Centre is insufficient; this applies to boarders and day students alike. If no medical certificate is provided the student will receive zero for the examination. Medical certificates should be lodged with the Head of Senior School.

c) No student may enter the examination room until asked to do so.

d) Students may not leave the examination room, except in a medical or other emergency, until the allotted period for the examination has expired.

e) Once in the examination room students may only speak to the supervisors. Under no circumstances may students speak to each other. Any behaviour that may distract or interfere with the capacity of another student to concentrate may result in immediate removal from the examination and cancellation of the paper.

f) To gain the supervisor's attention at any time during the examination students may silently raise one hand.

g) No material may be taken into the examination room other than writing implements, approved calculators and other subject-specific materials. Students may not borrow equipment during an examination. No blank examination paper or answer booklets may be removed after the examination. Only black or blue pens and biros are to be used, unless specifically required by a particular subject (Visual Arts, Geography, etc).

h) Any possession of notes and any writing on skin is not permitted and will lead to the cancellation of the paper or a section of it.

i) Copying or perusal of another candidate's work is not permitted and may lead to the cancellation of the paper or a section of it.

j) Foodstuffs are not permitted. Clear, unlabelled bottles of water may be taken in but this may not necessarily be permitted in examinations organised and supervised by the Board of Studies. Candidates with special provisions may be exempt from this ruling depending on the nature of the underlying condition.

k) If there is a reading time provided, students may not hold a writing implement during this time.

l) Students must be very careful to read all instructions on the paper. Mistakes due to misreading or overlooking instructions (eg answering two questions when only one is required by the examiner) cannot be taken into account by the marker. The decision as to how marks will be determined in such cases will be a matter of Departmental policy.

m) All students are expected to complete each examination to the best of their abilities. A paper that is determined to be a non-serious attempt will be referred to the relevant Head of Department and may receive zero marks. This could result in the subject being omitted from the student's record of achievement. In some cases this could cause the student to be ruled ineligible for the School Certificate or Higher School Certificate.

n) Students are expected to answer only the questions printed on the examination paper; messages written to the examiner are not permitted in any form.

o) Mobile phones and any storage devices such as iPods, are not permitted in examinations rooms.
Mobile Phones
The College recognises the convenience of mobile phones to enable parents or guardians to keep in touch with students, particularly for boarders at the College. However, because of the unresolved health issues connected with their use and the fact that, if not used with constraint they can be very costly, the College does not encourage students to bring a mobile phone to school.

The College will not accept any responsibility for the security, misuse, or unauthorised use of mobile phones. This applies even if the student gives the mobile phone to a member of staff for safekeeping. Mobile phones cannot be taken into examination rooms.

Limitations On Use
Due to privacy issues, students are not to use cameras on mobile phones whilst at school.

Students must turn off mobile phones and keep them in a secure place, at the following times:

For all students:

a) Between 8:50am and 3:20pm on each school day.
b) When on an excursion on a normal school day.
c) When at sport and during sport training sessions.
d) While attending College functions.

For boarding students:

e) Between “lights out” and 7:00am.
f) During prep time.
g) While in the Dining Room.
h) At other times as specified by your Head of House.

Confiscation of Mobile Phones
If a student does not use their mobile phone according to these regulations, the Head of Senior School or their Head of House will confiscate it and return it when they think it is appropriate to do so. If a mobile phone is confiscated permanently, it will be returned to parents or guardians.

Poor Peer Relations and Bullying
All Saints’ College is a Christian school within which there is an expectation that everyone is treated fairly and with respect and where everyone has the right to feel safe and secure. At ASC, no-one has the right to put anyone down. Therefore, our community rejects bullying or harassment and discourages the poor treatment of anyone. The school environment at ASC is conducive to positive relations amongst students as well as between parents, staff and students. Everyone has a part to play in maintaining this positive environment.

Unfortunately, incidents of poor peer relations take place amongst people. It is our commitment at ASC to reduce the frequency of these incidents and to reduce the frequency of bullying.

What is bullying?
Bullying is the repeated psychological, verbal or physical intimidation of another person. It typically involves the misuse of power of one person or a group of people over another person or group of people. Bullying can cause embarrassment, pain or discomfort and can be distressing for everyone involved, even bystanders.
Bullying can take many forms including physical violence, unpleasant or offensive verbal comments, extortion, exclusion and deliberate actions to belittle others. Bullies can also utilise electronic means such as text messages, emails, and social networking sites.

Incidents of poor peer relations may or may not be bullying. Any behaviour that causes distress should be reported to someone who can be trusted. Victims of bullying may choose to inform their parents, teachers, Head of House or Head of School. Reported incidents will be followed up and investigated sensitively, the desired outcome being to put a stop to the poor treatment.

Punitive and/or non-punitive responses to reported incidents of poor peer relations or bullying will be used at ASC. This means that a sensitive inquiry into the situation will be undertaken and then appropriate action will be taken. There may even be occasion for serious punitive sanctions to be imposed because we expect people to support our positive environment at ASC.

**Relationships**

Having a girlfriend or boyfriend is a natural part of growing up. However, relationships between students at school can create difficulties for themselves and others. For this reason, when students are at school, or at other times when they are on school-related activities, they may not engage in any physical contact.
Curriculum

ASC offers an extremely broad curriculum that aims to allow all students the opportunity to achieve to the best of their potential. Considerable emphasis is placed on academic progress and students are constantly encouraged to take up the challenge of meeting their potential. In all years considerable time is made available to students to help them pursue their goals.

Years 7 and 8 study:

- English
- Mathematics
- Science
- Christian Studies
- History
- Geography
- Design & Technology
- PDHPE
- Art
- Music
- French and Japanese

In Year 8, students elect to study French or Japanese. (An exemption may be given to students with learning difficulties to allow extra time for work in English literacy.)

Students gain skills in information technology in their Design and Technology classes where they produce a major PowerPoint project and learn Word Processing. These classes also include modules on Plastic design and construction.

Years 9 and 10 study:

- English
- Mathematics
- Australian History and Geography
- Science
- Christian Studies
- PDHPE
- Two electives. These may include:
  - Agriculture
  - Commerce
  - Design and Technology
  - Drama
  - Geography
  - French
  - Japanese
  - Music
  - Physical Activity and Sports Studies
  - Visual Arts
The School Certificate

2011 was the last year for the School Certificate. A new credential will apply in 2012 for those students who finish Year 10 and leave before the HSC. At time of printing this is yet to be finalised by the Board of Studies.

Year 11 Courses Offered:
Please note that the College reserves the right to withdraw subjects that attract insufficient student interest.

- English (Standard, Advanced, Extension and in Year 12 - Extension 2)
- Agriculture
- Biology
- Business Studies
- Chemistry
- Design and Technology
- Drama
- Economics
- French (Beginners and Continuers)
- Geography
- Japanese (Beginners, Continuers and Extension)
- Legal Studies
- Mathematics (General, Standard, Extension and in Year 12 - Extension 2)
- History (Modern, Ancient and Extension)
- Music (Course 1, Course 2 and Extension)
- Personal Development, Health & Physical Education
- Physics
- Visual Arts

Detailed information on curriculum in the various years is available in the Senior School Curriculum Handbooks.

In Term 3 students in Years 8, 10 and 11 will be asked to select their subject combination for the following year.

Parents will be advised regarding the academic progress of their child throughout the year. In Terms 2 and 4 they will receive a report that indicates their child’s progress in relation to his or her capabilities as well as in relation to other students in the same subject area. There is opportunity to meet with staff for Parent/Teacher Interviews formally, or by appointment when necessary.

The College’s Annual Report to the Board of Studies is published each year by 30 June on the College’s website. Copies can be requested from Reception.

Should parents require more information or have any concerns, they should not hesitate to contact either their child’s Head of House or the Head of Senior School.

Learning Support

Learning Support is available to assist students who are struggling academically. The aim of Learning Support is to ensure that students who struggle academically are provided with support so that they may realise their potential and develop positive attitudes towards learning.
On entry to the Senior School, students’ academic needs are determined through consultation with parents/guardians, past teachers and the student. Results of the NAPLAN Tests and the students’ past school reports are examined. Students’ academic progress is monitored by the classroom teachers, by the results of the NAPLAN testing and other assessments.

If it is evident that students are struggling academically, appropriate interventions are planned. These interventions may involve further diagnostic testing to determine specific areas of difficulty and to target areas for intensive instruction. Consultation is carried out between the classroom teacher, the Learning Support Teacher and the parents/guardians, together with outside agencies when appropriate. Sometimes students are assisted individually, or in small groups, by the Learning Support Teacher. Alternatively, assistance may be supplied in the classroom by the Learning Support Teacher, or by other appropriate people under the guidance of the classroom teacher and the Learning Support Teacher. In some cases, work is prepared for the child to complete at home with their parents/guardians.

A differentiated curriculum is developed to meet the needs of all students.

**Independent Learning Centre**

Known as the ILC, the Independent Learning Centre is part of the Student Support Team and is open to any and all students within the school. It is a place to go to for individual work or assistance in any area of school or creative interest. It provides:

- Additional help with planning for and organising assignments. (This may be done one to one or in small groups.)
- Extension work for students who feel they would like a greater challenge.
- Co-ordination of provision for Gifted and Talented Students.
- Individualised tuition in study skills and methods of learning.
- Individual Education Programs (where appropriate).
- Individualised work on Resume writing and interview skills.
- Assistance in dealing with motivational issues.
- Opportunities for extension in the creative arts and a range of competitions.
- Facilitation of goal setting.
- Workshops (out of school time) in creative and extension activities.
- Evening tuition sessions for boarders and day students (run on a drop-in basis from 3:30-5:30pm on Mondays. Maths, English/Humanities specialists available at this time.)
- Lunch time availability for flexible, drop-in assistance on Mondays, Tuesdays and Thursdays.
- Consultations with parents on issues of student motivational, organisational and academic concerns.

The ILC is located in E10 which is the classroom nearest Watson Oval, directly opposite the Fudeko Reekie Language Centre.

Contact: Mrs Jenny Lavoipierre (Mrs LP), ILC Coordinator. Ph 6332 7331 or email jenny.lavoipierre@saints.nsw.edu.au. Times Of Opening: Monday (also after school), Tuesday and Thursday.

**Prep**

The main aims of prep are to consolidate class work, to develop good organisational skills and to encourage responsible research and study habits.

Prep is set regularly in all subjects. All students are expected to complete this in the required time and to use lighter nights for their own revision and study.

It is important that senior students take responsibility for their own learning. They need to constantly revise their work and practise the skills appropriate to each subject studied.
Co-Curriculum

Sport

At ASC sport is a compulsory part of the curriculum and all students are expected to take part. All students are offered a variety of Winter or Summer sports from which they can choose. Summer sports are played in Terms 1 and 4, Winter sports are played in Terms 2 and 3 and the Athletic Season is the latter part of Term 3.

Whilst sport is important it must also not be overemphasised. The experience is to be educational and in harmony with the ethos of the College.

- Teams must understand that the object is to play well rather than merely win.
- Sportsmanship is to be displayed at all times.

Senior School Sport is played on Tuesday and Thursday afternoons from 3:45pm to 4:45pm.

Most sports are part of a competition and have weekend fixtures. All students must attend and be prompt. Weekend sport runs throughout the year and the Sport Coordinator arranges travel to and from fixtures. If Sports Leave is required for a particular weekend a letter from parents to the coach requesting leave should be sent. Students are requested to give as much notice as possible, for there may be times that permission cannot be granted if others have also requested leave.

If students are absent from sport and cannot provide a satisfactory explanation or note outlining the reasons for their failure to attend either weekend matches or Tuesday/Thursday afternoon training, the Sports policy is to give those students a Friday afternoon detention. When a commitment has been made by an individual to a sporting team it is the responsibility of the individual to adhere to that commitment and be selfless in their approach.

Requests for long-term exemption from sport should be made in writing to the Head of College.

Students must wear the correct uniforms as outlined under Dress Regulations. Sports Uniform may not be worn during school unless afternoon sport requires it (in which case students change at lunch) or for a specific reason sanctioned by the Sport Staff or Head of Senior School. Students are expected to change back to College Uniform after PE lessons.
Sport uniform, House uniform, CIS or other Representative team uniforms may be worn for afternoon sport, but for weekend sport the appropriate uniform for that activity must be worn. In winter, Rugby players may wear other Rugby tops, rugby shorts and socks for training.

Students who need to go to town after sport should wear their full College tracksuit or change out of their sports uniform.

**Annual Sporting Events**
All students must attend these carnivals:

- Inter-House Swimming Carnival at All Saints' College.
- Inter-House Athletics Carnival at All Saints' College.
- Inter-House Cross Country Carnival at All Saints' College.

**Houses:**  Long House - Blue  Bean House - Yellow  Barton House - Red

**Colours**
Colours are awarded to students for achievements in sport, debating, public speaking, equestrian and music. There are three categories and various levels to recognise various levels of achievement. The categories are: Full (Years 11-12 only), Half (Years 11-12 only) and Junior (Years 7-10 only). The levels and criteria are listed below.

Students receive a certificate and a slip for the Uniform Shop authorising them to have the appropriate colour embroidered on their blazer. There are a number of embroidery options available and these should be discussed with the Manager of the Uniform Shop.

**Overall criteria**
The student must:
- Have represented the school in the top team/group
- Have been continually committed to the team/group by attending at least 80% of both training and competition
- Give service back to the school by, for example: coaching, umpiring, playing or participating as a member of a representative team/group, performing in school events
- Show outstanding skills, tactics, techniques in their chosen cultural/sporting area
- Always display good team spirit and display sportsmanship

**Junior Colours**
Available to students in years 7-10, as per the above criteria.

**Half Colours Sport**
- Has represented the College in a sport for a minimum of one year at an external selection-based level OR
- Is a captain of an open 1st team and has shown outstanding leadership.

**Half Colours Debating, Public Speaking**
- Has had success in local level competitions.

**Full Colours Sport**
- Gains a position in a CIS or a higher or equivalent team OR
- Is captain of an open 1st premiership team

**Full Colours Debating, Public Speaking**
- Has had success at regional level competition.
Students showing outstanding commitment and involvement may be recognised at the discretion of the Colours Committee.

**Equestrian**
Also based on the overall criteria for colours. In addition:

- Students competing in showjumping, dressage, hacking or eventing should have competed at three different inter-schools events and achieved a place (1st-3rd) at each of these events.
- Students competing in sporting or campdrafting should have competed in at least three different events of a similar competitive standard to the inter-schools events and achieved a place (1st-3rd) at each of these events.
- Students involved in polocrosse must achieve success at three different events.
- Full colours will only be awarded to students who are ranked in the Top 10 State Level Equestrian Australian (EA) or a Pony Club State Championship.

Students are encouraged to keep the College informed of their equestrian achievements via the Executive Assistant.

**Music**
Also based on the overall criteria for colours. In addition:

**Full Colours**
- Involvement in more than two College ensembles, at least one a selected group (ie Chamber Choir/Chamber Orchestra/Jazz Band)
- Hold a position of responsibility with merit
- Representation beyond the College (eg HICES)
- Individual performance excellence (examination, eisteddfod solo, etc)

**Half Colours**
- Involvement in at least two College Ensembles, demonstrating leadership within the group through modeling excellence in performance and attendance at rehearsals and performances.
- Individual performance excellence (external examination, eisteddfod solo, etc).

**Junior Colours**
- Involvement in at least two College Ensembles.
- Individual performance excellence (external examination, eisteddfod solo, etc).

**Other Co-curricular Activities**
Students are encouraged to participate in the activities that are available in other co-curricular areas. All Saints’ College offers students experiences in many facets of Music, Debating, Drama and Outdoor Education. It is in these areas that many students find their greatest achievement.

**Activities Week**
Generally held at the end of Term 4, Activities Week involves students in a choice of craft activities for a week. Many activities are offered and students are allocated to mixed groups of their choice. Staff and students spend a creative time learning new skills. Activities may include mosiac tiles, scarf-making, ultimate sports, lifesaving and blacksmithing. The students’ works are presented on the final day at an afternoon showing to which parents and friends are welcome.
Drama / Debating / Public Speaking / Mock Trial

There are many opportunities to engage in debating and public speaking at All Saints’ College.

Some of the opportunities include:

- Inter-House Debating Competition (Years 7-11)
- Inter-House Public Speaking Competition (Years 4-11)
- Lithgow Festival of Speech (Years 7-11)
- Lions Junior Debating Competition (Years 7-8)
- Plain Speaking Competition (Years 10-12)
- CWA Public Speaking Competition (Years 3-12)
- Legacy Junior Public Speaking (Years 8-9)
- Mock Trial (Years 10-11)

There are also opportunities for participation in drama throughout each school year.

Outdoor Education

At All Saints’ College, Outdoor Education involves using the outdoors to educate students to live and work together, set goals and co-operate to achieve those goals, while at the same time learning to love, respect and appreciate Australia’s natural environment. The camp program also links experiences in the outdoors to aspects of the classroom curriculum.

A compulsory camp program is in place for students from Year 7 to Year 10. The program is sequential and provides our students with experiences that become increasingly challenging across the years. The camping skills developed through the program include cooking, sleeping out, navigation and teamwork. Each camp is held in a different location with the view to providing different but connected outdoor experiences. Full details of each camp, including equipment lists, travel arrangements and camp focus are provided to students ahead of the relevant camp.

Other weekend style activities are organised on a Boarding House basis. These camps may range from relaxing in the bush to abseiling, water-skiing, canoeing, caving, surfing or cross-country skiing.
Dress and Uniform

Introduction
To prepare our young people for their adult years ahead we seek to develop a sense of pride, self respect and self worth. The pride we express in ourselves, our appearance and our environment reflects our inner attitudes. Hence the College has some basic rules concerning dress and clothing that both parents and students are required to uphold.

All students are required to be neat and appropriately attired at all times. Clothing requirements are covered in the following pages, however, there are some basic rules that apply in all situations which are listed below.

Winter uniform is worn in Terms 2 and 3. Summer uniform is worn in Terms 1 and 4. Students are required to be in full school uniform when travelling to and from school, with reference to the requirements outlined below.

Hats
During Terms 1 and 4, students must wear a hat when out of doors in the sun, particularly when participating in physical education and sporting activities.

The Physical Education Department will provide sunscreen when students are participating in outdoor events during these Terms.

Shirts and Blouses
Students must ensure that shirts or blouses are kept tucked-in at all times.

Blazers
Students must wear their blazer on the following occasions:
- At assemblies and at other formal occasions on and off campus.
- When travelling to and from College during Terms 2 and 3.
  Kooga Jackets may be worn over blazers.
- On excursions, unless the staff member in charge directs otherwise.

Hair
Students must keep their hair clean and tidy at all times and wear it in an appropriate style. Hairstyles that involve shaving all or part of the hair or undercuts and steps are not regarded as appropriate. Red or blue ribbons only may be used. Students may wear tinted hair provided that the tinting is done tastefully, not outrageously.

Boys must not wear their hair below their shirt collar. Fringes must not cover the eyes.

Girls may wear their hair below their shirt collar provided that it is tied back at the nape of the neck. Hair must be kept off the face - small unobtrusive combs or hair clips may be used for this purpose.

Jewellery
When wearing the College uniform students may wear a plain wristwatch. Girls who have pierced ears may wear one set of gold or silver studs or sleepers. Year 12 girls may wear one set of small white pearl studs. Piercings must be traditional ie in the earlobe. Apart from ear piercing for girls, students must not have any other visible forms of body piercing (eyebrows, nose, lips, tongue, etc).

When wearing the College uniform students may wear a necklace of religious significance, but it must not be visible and permission must first be obtained from the Head of College. Students may not wear bracelets and anklets. Parents or guardians must inform the Head of College if a student is required to wear a medic alert bracelet or necklace.
**Make-up**
While in uniform girls only are permitted to wear natural foundation. This must be applied so as to be unobtrusive and natural looking. No other make-up is permitted. All students must keep their fingernails short and clean and girls only may wear clear nail strengthener on their nails.

**Tattoos**
No student is permitted to have a visible tattoo.

**General**
At no time are students permitted to walk without footwear on campus except when allowed for physical education or swimming activities.

Students must not chew gum while wearing College uniform nor whilst attending any College activity at which uniform does not have to be worn.

Some sports, eg cricket, may require some variation in uniform. Students will be advised accordingly.

**Lost Property**
NO responsibility is accepted for the loss of any students’ belongings. Lost property bins are located with the Uniform Shop and in the Bickerdike Centre. Boarders’ clothes are returned to the appropriate Boarding House.

A notice is placed in the ‘Today Sheet’ for two weeks to notify Day Students to collect their lost item. Unclaimed clothes are kept in the laundry until the end of each term, when they are again sorted and checked for labels.

At the end of each term, items of uniform that have been unclaimed for a significant period of time, will be placed for re-sale in the Uniform Shop. Unclaimed casual clothing will be forwarded to a charity organisation.

**Uniform Shop**
The Uniform Shop is open from 8:30am to 4pm on Monday and Thursday and 8:30am to 12:30pm on Tuesday. Both parents and students may use this facility and have purchases debited to their account.

All clothing for day and boarding students must be marked with nametapes before being brought or worn to the College. Tapes can be ordered through the Uniform Shop. Please allow one week for delivery.

Second hand uniform items are available. Only major items of uniform will be accepted for resale. These must be clean and in good condition. The Uniform Shop will determine the re-sale price. Cleaning costs may be deducted and a percentage will be charged for the sale.

Any items to be sold second hand are only retained by the Uniform Shop for two years. After this time they become College property. Clothes deemed unsaleable are given to charity.
Uniform Requirements
Senior School – Boys

Summer uniform consists of regulation navy blue shorts, a short-sleeved white shirt, long white socks, black leather lace-up school shoes, ASC hat and an ASC or house tie. When additional clothing is needed, the approved navy jumper may be worn. Boys may choose to wear winter uniform in Terms 2 & 3, but should note that blazers must then be worn when travelling to and from school. Hats must be worn on Term 1 & 4.

Winter uniform consists of an ASC blazer, ASC tie, a long-sleeved white shirt, regulation charcoal grey trousers, black belt, grey socks, black leather lace-up school shoes, navy jumper and an ASC hat. This uniform is worn for all formal occasions although in summer the navy jumper is not required and short-sleeved shirts may be worn. Winter uniform may include a black dress coat or an optional Kooga Jacket - both can be ordered through the Uniform Shop.

Physical Education: House or white ASC sport shirt, navy ASC sports shorts or regulation football shorts, ASC Rugby Jersey, ASC football socks, training shoes or sandals, ASC sports cap, ASC tracksuit, ASC swimmers and ASC polar fleece (optional).

Clothing Needs - Uniform
All items marked * are purchased by ASC direct from manufacturers and sold at the Uniform Shop.

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>crested ASC bag*</td>
<td>Sports bag*</td>
</tr>
<tr>
<td>white T-shirt</td>
<td>Sports bag*</td>
</tr>
<tr>
<td>ASC badge*</td>
<td>ASC tie*</td>
</tr>
<tr>
<td>House tie (optional)*</td>
<td>House T-shirt*</td>
</tr>
<tr>
<td>ASC blazer*</td>
<td>House T-shirt*</td>
</tr>
<tr>
<td>regulation charcoal grey trousers*</td>
<td>ASC sports shirts*</td>
</tr>
<tr>
<td>short sleeved white shirts and 4 long sleeved shirts*</td>
<td>ASC sports shorts or navy rugby shorts*</td>
</tr>
<tr>
<td>V-neck navy jumpers*</td>
<td>ASC swimming costume*</td>
</tr>
<tr>
<td>charcoal grey socks</td>
<td>ASC board shorts (optional)</td>
</tr>
<tr>
<td>long white socks*</td>
<td>ASC rash vest (optional)</td>
</tr>
<tr>
<td>black leather lace-up school shoes</td>
<td>ASC Rugby Jerseys*</td>
</tr>
<tr>
<td>ASC tracksuit*</td>
<td>ASC football socks*</td>
</tr>
<tr>
<td>ASC track suit*</td>
<td>sandshoes or sports shoes</td>
</tr>
<tr>
<td>ASC tracksuit*</td>
<td>regulation dress hat*</td>
</tr>
<tr>
<td>ASC tracksuit*</td>
<td>woollen scarf (optional)*</td>
</tr>
<tr>
<td>ASC tracksuit*</td>
<td>beanie (optional)*</td>
</tr>
<tr>
<td>ASC tracksuit*</td>
<td>ASC sports cap</td>
</tr>
</tbody>
</table>

Individual sport dress requirements appear later.
Uniform Requirements Continued
Senior School – Girls

**Summer uniform** consists of a tartan kilt with kilt pin, ASC tie, white short-sleeved regulation blouse, white ankle socks, black leather lace-up school shoes, blue or red hair ribbons and an ASC hat. When additional clothing is required, the approved navy jumper may be worn. The red ASC blazer is required for formal occasions.

**Winter uniform** consists of a tartan kilt with kilt pin, ASC tie, white long-sleeved regulation blouse, regulation navy jumper, red ASC blazer, ASC hat, black leather lace-up school shoes and navy winter weight or over the knees stockings. Winter uniform may include a navy dress coat or an optional Kooga Jacket - both can be ordered through the Uniform Shop.

**Physical Education:** House or white ASC sport shirt, regulation pleated skirt or navy ASC sports shorts, regulation sport socks, ASC tracksuit, sandshoes or sports shoes, ASC swimmers, ASC sports cap, ASC polar fleece (optional).

**Clothing Needs - Uniform**
All items marked * are purchased by ASC direct from the manufacturers and sold through the Uniform Shop.

| **crested ASC bag** | **ASC track suit** |
| **sports bag** | **regulation pleated P.E. skirt** |
| **ASC badge** | **House T-shirt** |
| **red ASC blazer** | **woollen scarf (optional)** |
| **ASC tartan kilts** | **Beanies (optional)** |
| **kilt pin** | **sports or ASC football socks** |
| **crew-neck navy jumpers** | **ASC swimming costume** |
| **short sleeved regulation white blouses** | **ASC sports shorts** |
| **long sleeved regulation white blouses** | **regulation navy sports briefs** |
| **ASC hat** | **ASC boardshorts (optional)** |
| **Navy winter weight stockings or over the knee** | **ASC rash vest (optional)** |
| **black leather lace-up school shoes** | **sandshoes or sports shoes** |
| **white ankle length socks** | **dress hat** |
|  | **ASC sports cap** |

Individual sport dress requirements appear later.
Senior School Sports
Sport Dress Regulations

All sports items are available at the Uniform Shop except all types of shoes.

Rugby
- ASC Rugby Jumper
- regulation navy rugby shorts
- ASC football socks
- clean boots
- ASC tracksuit to be worn over rugby uniforms in cold weather
- ASC sports jacket (optional)
- ASC rugby training package

Cricket
- ASC Cricket Shirt
- white sports shorts or long cricket trousers
- ASC short white socks
- white sandshoes or cricket shoes

Swimming and/or Aquatic Sports
- ASC swimming costume
- ASC tracksuit
- white ASC P.E. shirt
- training shoes or sandshoes and socks must be worn to and from pool
- ASC KOOGA jacket (optional)

Athletics/Cross Country
Boys
- House T-shirt for inter-house sport
- ASC singlet for WAS or representative fixtures
- ASC Sport Shorts
- ASC tracksuit
- ASC KOOGA jacket (optional)
- ASC sloppy joe or Hoodie for extra warmth
Girls
- ASC singlet to all representative fixtures
- regulation pleated skirt
- ASC tracksuit
- House T-shirt for interhouse sport
- ASC singlet for WAS or representative fixtures
- ASC KOOGA jacket (optional)
- ASC sloppy joe or Hoodie for extra warmth

Basketball
- ASC basketball singlet (numbered)
- ASC Sport Shorts
- ASC white sport socks
- ASC training shoes or sandshoes
- ASC tracksuit
- ASC KOOGA jacket (optional)
- ASC Hoodie/Sloppy Joe

Soccer, Netball, Volleyball, Hockey, Touch Football
- white ASC P.E. shirt or specialist tops as required
- ASC sports shorts or football shorts (boys) or regulation pleated skirt (girls)
- ASC tracksuit
- ASC football socks or ASC sport socks
- training shoes or the appropriate footwear
- ASC KOOGA jacket (optional)

Tennis (including social tennis)
**Boys**
- ASC white tennis shirt and shorts
- ASC white socks and shoes
- ASC KOOGA jacket (optional)

**Girls**
- ASC sports shorts or tennis skirt
- white ASC tennis shirt
- white socks and white shoes
- ASC KOOGA jacket (optional)

Swimming
**Boys** - ASC swimming briefs/jammers
**Girls** - ASC swimsuit (one piece)
College Telephones

| College (Office Hours 8:30am to 5:00pm) .................. | 6331 3911 |
| Fax Number for College ...................................... | 6332 2236 |
| Head of College (Executive Assistant) .................... | 6332 7310 |
| Head of College's Fax ....................................... | 6332 7322 |
| Head of Senior School ....................................... | 6332 7336 |
| Registrar .......................................................... | 6332 7313 |
| Chaplain (after hours) ........................................ | 6332 7370 |
| ESL Teacher ...................................................... | 6332 7343 |
| Health Centre .................................................. | 6332 7300 |
| Student Liaison Officer ..................................... | 6332 7301 |
| Uniform Shop .................................................... | 6332 7303 |

**Boarding Houses**

Heads of House after hours phone numbers: Parents are asked not to ring Boarding staff before 7:30am or after 10:00pm except in emergencies.

- Marsden Head of House .................. 6332 7383 0438 400 495
  - Duty Officer 0429 444 933
- Watson Head of House .................. 6332 7393 0438 400 494
  - Duty Officer 0429 127 350

**Pay Phones**

Pay phones for students are installed in each of the Boarding Houses. These enable students to call parents and parents to contact their sons/daughters directly without having to ring the Head of House. Parents are asked not to ring boarders or expect messages to be delivered during prep hours: 6:30pm - 8:30pm. Parents and students are requested to restrict the calls in the evenings to avoid congestion.

- Watson 6332 3693
- Marsden 6332 5095
- Lyon Wing 6332 2955