

School Policies



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1. VISION STATEMENT

These beliefs are the hallmarks of St Aloysius College and form the foundations of our vision as a Mercy school and a local Church:

We believe in God.

We believe in the sign of God’s merciful justice - Jesus Christ.

We believe in the Spirit, enabling us to be a sign of God’s mercy in the community.

We believe in the sacredness of life.

We believe in our responsibility to all people.

We believe in our responsibility for continuing the work of creation.

2. SCHOOL POLICIES INTRODUCTION

St Aloysius College is a Mercy School based on the theological values of Mercy, affirmed and practiced by Catherine McAuley, the founder of the Sisters of Mercy, who lived by the ideal that “the proof of love is deed”.

Our school policies are a reflection of the foundation that the spirit of Mercy lives on as “...a spirit of loving kindness, an awareness of the worth and needs of others”.

At St Aloysius we encourage our students to be compassionate and hospitable; to respect the worth and diversity of others, and to reach out in a spirit of loving kindness.

The model that supports us to put these values into action is the restorative practices approach.

3. PERSONAL RESPONSIBILITY POLICY AND PROCEDURE

St Aloysius College aims to develop a harmonious environment with positive relationships between all members of the College community and to promote high standards of behaviour and personal responsibility.

St Aloysius affirms that all members of the College community have the right to be treated with respect and dignity and to learn and work in a safe and supportive environment, enhanced by mutual respect and clearly stated expectations of behaviour for students.

3.1 General Conduct

Behaviour expectations include the following:

- Self-discipline, honesty, punctuality
- Self-respect
- Respect for others
- Cooperative/positive relationships with teachers and other students
- Pride in the school and respect for its facilities

3.2 Respectful Behaviour

St Aloysius College requires all students to treat each other in a respectful manner, both at school and elsewhere, including online. When travelling to, from or at the College, or elsewhere for a school activity, a student's behaviour must reflect the standards of the College.

3.3 Classroom Expectations

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

For effective learning to take place, the following guidelines apply to all students:

- Listen while others are speaking
- Be prepared and organised for the lesson
- Respect personal property
- Remain on task and allow others to do so
- Keep classrooms neat and tidy

3.4 Consequences for Behaviour That Does Not Meet College Expectations

Consequences will include:

- A restatement of behaviour expectations
- Relevant consequences (according to SAC behaviour guidelines)

Serious and/or repeated misbehaviours will require a meeting with the Year Level Coordinator and/or a Deputy Principal and may result in a temporary withdrawal from class and a review of student enrolment.

4. ATTENDANCE POLICY AND PROCEDURE

At St Aloysius College, we will endeavour to be collaborative in our efforts to monitor, communicate and support students to attend school and engage in our community. To this effect, we expect full time attendance from our students and will monitor and support students who are repeatedly late or absent from school.

4.1 School Hours

Secondary Students:

- All students must be in their Home Class room ready to start at 8:45am each morning.
- Students are dismissed at 2:35pm on Mondays and at 3:20pm each Tuesday to Friday.

Primary Students:

- All students must be in their Home Class room ready to start at 8:45am each morning.
- Students are dismissed at 2:30pm on Mondays and at 3:15pm each Tuesday to Friday.

4.2 Student Absence

Parents/Carers are asked to ring the dedicated student absentee phone number (8217 3213) or SMS 0407 724 721 before 9:00am on the first day of absence so that teachers can be notified of the possible length of absence. Parents/Carers will be contacted if a student fails to arrive at school without notice of absence. Parents/Carers are requested to write a note in their daughter's school diary explaining the reason for absence. This must be shown to the Home Class teacher when the student returns to school.

Parents/Carers should also write a note regarding any appointments for their daughter in the student diary. These notes are to be shown to the Home Class teacher who will sign the note. If a student has a note to leave the school during the day, the student is to show the note, signed by the Home Class teacher, to the Receptionist when they sign the sheet to record their departure time.

4.3 Process for Exemptions

If a parent/carer wishes to take their child out of school temporarily or permanently, they must apply for an exemption from school attendance. Applications for an exemption must be submitted in writing to the Principal of St Aloysius College and should be accompanied by supporting documentation (eg - medical, psychological). Students must attend school regularly until the exemption has been approved. Common reasons for exemption include family travel or holidays, medical or health reasons.

4.4 Late Arrivals

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

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

4.5 Truancy

Students who miss lessons without a reason or leave the school property during the school day without permission from the school are deemed to have truanting. The Year Level Coordinator will contact the parent/carer of the student to discuss this concern. If truancy is repeated, a meeting with a Deputy Principal will be required.

5. ANTI-HARASSMENT POLICY AND PROCEDURE

St Aloysius College is committed to providing a safe environment where students can learn, free from bullying or harassment of any kind.

Bullying and harassment are interchangeable terms for the purpose of this policy.

Harassment/Bullying can be:

- Physical
- Verbal
- Emotional
- Sexual
- Racial
- Cyber (email, SMS, internet)

5.1 Definition of Harassment

Harassment is any type of conduct or behaviour towards another person which is offensive, humiliating, demeaning, derogatory or intimidating.

It may also be considered harassment when someone continues to treat an individual in such a way as to cause the person to feel embarrassed, uncomfortable, upset or unsafe, after requests to stop.

5.2 Definition of Bullying

It is generally agreed that three core elements exist in any bullying behaviour. These include:

- a deliberate intent to harm
- a power imbalance between the perpetrator and the victim
- repeated behaviour over time

Within this, bullying can take many forms, including physical harassment and/or violence, property damage, direct or indirect verbal insults involving socially and emotionally hurtful rumour, innuendo, gesture, exclusion from friendship networks and other forms of negative social interaction (eg - threats).

5.3 What Can You Do If You Feel You Are Being Harassed/Bullied?

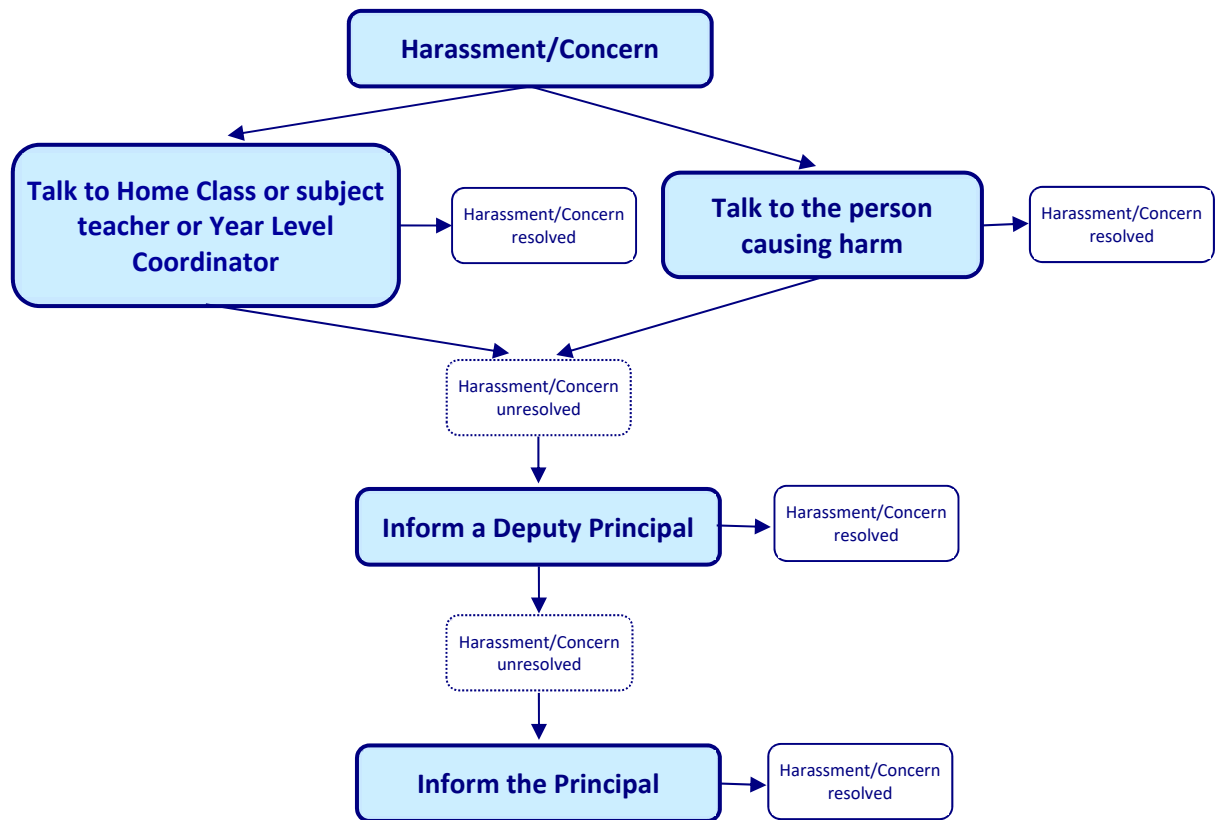
Any student has the right to seek assistance as soon she feels threatened.

In the first instance, the student should make it known to the perpetrator that the comments, attention, contact or behavior is unwelcome and offensive (if she feels comfortable doing so). The student should tell the perpetrator that she does not like it and that she wants it to stop.

If the harassment or bullying continues and the student is unwilling or unable to handle the matter, she should inform a person of trust (eg - Home Class teacher, subject teacher, Year Level Coordinator, a student counsellor, Deputy Principal or Principal). This person of trust will listen to the student and take her concerns seriously. They will offer the student support and work with her until the harassment has stopped and the student feels safe.

Parents/Carers are encouraged to support their daughter to follow up concerns with the appropriate SAC staff.

5.4 Harassment/Bullying and Concerns Flow Chart



If a student has any concerns, then it is important they talk to someone who can help her. The flow chart is a guide for students to follow if they need help.

6. GRIEVANCE PROCEDURE

St Aloysius College supports the right of any member of the school community who believes our school policies are not being supported or enforced appropriately to have their grievance addressed.

The usual procedure to be followed in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, you are encouraged to make contact with members of the College staff who are most closely connected with your daughter and/or with the specific grievance. In most instances, this will be one or more of the following people:

- Your daughter's Home Class teacher
- Your daughter's subject teacher
- Your daughter's Year Level Coordinator
- A Deputy Principal
- The Principal

If there is any uncertainty about the most appropriate person to address a concern or grievance, you are encouraged to contact the College on its direct line. Reception staff will refer you to the appropriate person.

If you are a parent/carer and you have a concern or grievance against the College and it remains unresolved or if you are dissatisfied with the outcomes, the complainant has the right to seek other

avenues of appeal through authorities such as the Catholic Education Office Adelaide or Mercy Education Limited (www.mercy.edu.au).

Neither the Minister for Education nor the Department of Education has any power to intervene in any complaints relating to the operations of a Non-Governmental school.

7. COUNSELLORS AT ST ALOYSIUS COLLEGE

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

Primary students should talk with their teacher or approach a counsellor who will assist them to make an appointment in consultation with the parent/carer.

Secondary students can request an appointment by emailing counsellors@sac.sa.edu.au or speaking with a trusted teacher. Parents/Carers are welcome to contact school counsellors for general advice or referrals by phoning the SAC Office.

A member of the counselling team will respond as soon as they can but this may not be immediate due to weekends, illness of staff or school holidays.

Remember, if help is urgently needed outside of school hours please call the police on 000. For any other emergency or safety concern, students are advised to speak with their parents/carers or another trusted adult.

For advice and support you can contact Kids Helpline (www.kidshelp) or 1800 55 1800 is a free, private and confidential telephone and online counselling service specifically for young people aged between 5-25 in Australia.

8. DUTY OF CARE POLICY

It is a duty of care owed to students for us to take reasonable care to minimise and or avoid harm being suffered.

What constitutes reasonable care will vary according to the circumstances. The following factors, however, although not necessarily exhaustive, must be taken into consideration in assessing the 'reasonableness' of the level of care required for a particular student:

- The student's age, experience and capabilities
- Physical and intellectual difficulties or disability
- Medical condition
- Behavioural characteristics
- The nature of the environment in which a school activity is to be undertaken
- Normal practices within the school and Catholic school policies and procedures

Non-teaching staff, volunteers and external providers (and indeed, all members of the College community) must take reasonable care to avoid causing injury to other students.

8.1 Student Supervision

As a school, we have what the law defines as a 'duty of care' towards the students enrolled. While the courts recognise that accidents cannot be totally prevented, schools are charged with the responsibility of ensuring the type of supervision which a normal parent/carer would provide, considering the age of the student and the activity in which she is engaged. In regard to the school's duty of care:

- students will be supervised within the school grounds from 8:20am each school day.
- students are supervised at recess and lunchtimes.
- students are not allowed to leave the school grounds during the day without written permission from her Home Class Teacher or Year Level Coordinator.
- on safety grounds, students are not permitted to use the playground equipment unless supervised by a teacher. This rule applies at all times, including before and after school.
- when dismissed of an afternoon, students are expected to leave the school grounds immediately and proceed directly home. Students staying for activities organised by the school, such as sport or drama practice, will be supervised.
- Reception-Year 6 students who are left unaccompanied within the school grounds or surrounds when teachers finish afternoon yard duty (2:45pm on Mondays and 3:35pm Tuesday to Friday) will be taken to the Out of School Hours Care (OSHC) service in The Cloisters building. Normal OSHC charges will apply in such cases. These areas include, but are not limited to, the footpaths around the College, the school library, school courtyards, the playground and the school foyer.
- Year 7-12 students who have not been collected when teachers finish afternoon yard duty have permission to work in the library within its normal opening hours.

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

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

8.2 Safety in the School Grounds

- **Hot Liquids:** Students are not permitted to bring any hot drinks (eg - coffee, tea, soup, noodles) into any classroom. This applies to all students including Year 12 students. All hot liquid containers taken to a student area or carried through the school yard must have a lid (eg - if a microwave used to heat a liquid). This rule is not only for the protection of the student carrying the liquid but also in case it is spilled on another person.
- **Bicycles:** Bicycles are not permitted to be ridden within school grounds. Riders must disembark their bicycle and walk it once inside school grounds.

9. COMMUNICATIONS TECHNOLOGY POLICY

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

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

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

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

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

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

The internet, email or any other messaging or telephone device should never be used for the following purposes:

- To abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other).
- To send, receive or store obscene, offensive or pornographic material.
- To discuss or comment on the physical appearance of other people (whether they receive the message or not).
- To harass any person whether through language, frequency or size of messages.
- To injure the reputation of the College and or in a manner that may cause embarrassment to the College.
- To offend the ethos and values of Catholic teachings.
- To spam, mass mail or to send or deliberately receive chain mail.
- To infringe the copyright or other intellectual property rights of another person.
- To perform any other unlawful or inappropriate act.

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

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

The contents and usage of email and internet access may be subject to regular random monitoring by the College or by a third party on the College's behalf. This will include electronic communication sent or received, internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise personnel to examine the web access logs and or email accounts. No monitoring will occur without the permission of the Principal or a Deputy Principal, except for normal logging of system usage to manage the network.

The Privacy Act requires individuals and the College to take reasonable steps to protect the personal information held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by anyone else.

Additional Student Rules

- Students must protect the use of their password.
- Students must only use approved devices (eg - USB drive) on the school network.
- Any student file is subject to inspection by school staff, whether it is stored on school equipment or on any other device connected (physically or otherwise) to the school network and its content must be in keeping with this policy.
- Possession and/or use of hacking tools is expressly forbidden.
- The conduct of chat sessions on any form of chat-line is expressly forbidden at school or at a school activity, except with permission from the teacher during class time.
- Students must not divulge their address, phone number or any other personal information through emails or any other internet-related communication.

9.1 Mobile Phones and Other Communication Devices

In this section, the term 'mobile phone' includes all devices capable of making a voice call, a video call or connecting to the internet.

Mobile phones, when used appropriately, offer students and their parents/carers many advantages in terms of ease of communication and a sense of personal safety. Mobile phones also have the capacity to have a negative impact on the learning environment and the safety and well-being of students.

During lesson times mobile phones, laptops and other communication devices must only be used with the explicit permission of the teacher. Until permission is given, the mobile phone must be locked in a locker or be in the student's pocket and must not be brought out until the teacher has given permission. Permission to use a phone during a lesson is only valid while that teacher is supervising the student.

At all times during the school day the mobile phone must be on silent for calls, messages and all other notifications.

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

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

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

Students must not lend their mobile phone to another student.

St Aloysius College takes no responsibility for the theft and/or damage of student mobile phones or electronic devices.

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

The procedures applying to the inappropriate use and security of mobile phones apply equally to the inappropriate use of tablets, laptops, portable computer games, iPods and similar devices.

9.2 Phone Calls between Students and Parents/Carers

The mobile phone is not a means of bypassing school procedures. As a general rule, staff will not speak with parents/carers on a student initiated phone call, including where a student has a dispute or to authorise pickup arrangements. If a student needs to leave school early or be out of school for part of the day, the parent/carer needs to phone the College Office.

Students are not encouraged to phone their parents/carers during the day. Students need to work out friendship and relationship issues with others and develop their social skills as part of growing up. If there is a problem with a student's interaction with someone else, the staff will follow school procedures. Staff will investigate any concerns and involve parents/carers when it is appropriate. Students need to manage their workloads and deadlines and talk with their teacher if they have a problem meeting a deadline.

9.3 Headphones

Headphones may only be worn in lesson time if the teacher has given permission. If a student has permission to wear headphones at a particular time, social manners require the student to remove the headphones from their ears when talking with someone, even if the headphones have a pass-through feature.

9.4 Cameras

A camera (still or video), whether a stand-alone camera or a camera incorporated in a phone or any other device, must not be used:

- in private areas such as change rooms or toilets or in any other banned area to film people, including students, staff or visitors, without their explicit knowledge and permission
- to disrupt the learning environment or interfere with the operation of the school
- when the student is instructed not to by a staff member
- to record (by audio or image) any conversation or incident such as an altercation
- to record (by audio or image) any lesson unless the teacher has given explicit permission
- during tests or examinations. During a test or examination, the teacher may require students to hand up their phone or to lock it in their locker.

Parents/Carers need to be aware of the following in regard to mobile phones:

- Students can access non-filtered websites via their mobile phones.
- Mobile phones and other communication devices can be used for cyber bullying.
- Students are encouraged to protect their phone or device by using a PIN.
- If a student is using data from their device's data plan, rather than the wifi connection or a school device, parents/carers run the risk of unexpected costs if the data plan usage limit is exceeded.
- Mobile phones and other communication devices can interfere with sleep. It is strongly recommended that parents/carers do not permit their children to have a mobile phone, laptop or tablet in their bedroom. Text messages, phone calls and social networking communication can be highly disruptive to sleep and the child cannot be easily monitored for disturbing or upsetting reactions to communications received.

10. DEADLINES AND PLAGIARISM POLICY

10.1 Deadlines

Students are responsible for completing and submitting their work on or before the due dates. In situations where deadlines are unable to be met, a request for an extension should be made in the school diary or via email, before the due date. Examples of situations where an extension may be required include:

- illness
- compassionate grounds
- circumstances beyond the student's control
- family events.

If a student is absent on the day of a test or exam, the teacher should be notified. When possible, teachers will negotiate an alternative date for the test or examination. If students repeatedly miss deadlines, parents/carers will be notified and the subject teacher, Year Level Coordinator and/or Deputy Principal will address the issue with the student.

10.2 Plagiarism

Plagiarism is a serious matter. Examples of plagiarism include:

- work which has been copied, without acknowledgment, from another person's work or source
- quoting large sections of work from sources, with little interpretation or comment
- closely paraphrasing sentences or paragraphs from sources without appropriate acknowledgment
- the teacher has seen no development of the student's work and cannot verify that the work submitted is the student's own.

Parents/Carers will be informed if students plagiarise work and the subject teacher, Year Level Coordinator and/or Deputy Principal will address the issue with the student.

11. POLICY ON USE OF PROHIBITED SUBSTANCES (DRUG POLICY)

St Aloysius College does not allow students while within the school grounds or on school property, at school excursions, activities or functions, travelling to or from school, or while in school uniform to:

- smoke tobacco
- consume alcohol
- possess non-prescribed drug related equipment
- possess, use or supply non-prescribed substances or drugs
- possess or use e-cigarettes or similar products.

A student who chooses to ignore the College regulations will need to firstly have a conversation with leadership. Following this conversation, she will face suspension and may have her enrolment terminated.

The following points should be noted:

- A thorough investigation will be undertaken by the Principal or a Deputy Principal.
- Parents/Carers will be asked to attend an interview and discuss the situation with the Principal or the Deputy Principal.
- The College will contact police in instances relating to possession, use or supply of illegal drugs.

12. STUDENTS AND DRIVING POLICY

Students are discouraged from driving a motor vehicle to school or any school event. There is no on-site car parking available for students, however the College is very well served by public transport.

When a student has permission from a parent/carer to drive to school or a school event, the student must not transport any other person in the vehicle other than her parents/carers or siblings.

Students must not use the vehicle during the school day unless the Principal or a Deputy Principal and the student's parent/carer has given permission.

13. HEALTH CARE AND MEDICATION POLICY AND PROCEDURE

All members of the school community have a responsibility to ensure the health and well-being of all students.

St Aloysius College has a registered nurse who works from 8:45am to 3:15pm each school day and has delegated responsibility for the First Aid Room and all first aid kits and supplies, as well as record keeping for the First Aid Room. All teachers and all Education Support Officers who have regular contact with students are required to hold a current First Aid Certificate.

The College maintains a detailed list, including individual photos of each student with special medical conditions and the details of the condition and response required in an emergency. The list is distributed to all teachers and is displayed prominently in the staffroom for all staff to view, including those on yard duty. Special arrangements may be required for these students while on excursions or camps.

Parents/Carers have a responsibility to work in partnership with the College to ensure open communication in all matters of health management and care, and must provide relevant and updated information including supplying a medical action plan; ensure medication is authorised by a prescribing practitioner; ensure medication is provided to the school and is clearly labelled in relation to frequency, dosage and its expiry date, and supply medication as required in a timely manner.

Children should not attend school when they are unwell.

The SA Health Commission lists the exclusion period from school, pre-school and childcare for a number of diseases or condition including chicken pox, conjunctivitis, diarrhoea, hand, foot and mouth disease, head lice, hepatitis, measles, meningitis, mumps, rubella, scabies or whooping cough. Information can be viewed at:

<http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what>

The College reserves the right to temporarily exclude students from attending school if an illness or a medical condition places the student or other people in the school population at risk (eg - swine flu).

Students must inform their Home Class teacher of any concerns or issues arising in relation to any health concerns impacting on learning and well-being.

13.1 First Aid Room

Students must have a diary note from their Home Class teacher or subject teacher (which shows the date, time and is signed) before going to the First Aid Room. Except in cases of emergency, students must present a diary note in order to receive medical treatment. A student who is bleeding or has an open wound cannot attend class and must go immediately to the First Aid Room for treatment. The College does not dispense paracetamol to students.

13.2 Asthma Aware School

College staff undertake appropriate training in first aid, including asthma management. In consideration of students, staff and visitors who may suffer from asthma or other breathing issues, use of aerosol sprays at school, including deodorants and body sprays, is discouraged.

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

13.3 Allergy Aware School

Some students within the school have allergies to particular food. Some classes or year levels may be asked to refrain from bringing a particular food to school, for the safety of some students. The school requests that nuts and nut products are not brought to school by any student.

13.4 Birthdays and Food

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

14. UNIFORM

14.1 Summer Uniform (Terms 1 and 4)

- Check dress (regulation style, mid-knee in length) incorporating the embroidered College logo - *available only at the SAC Uniform Shop*
- Summer school hat
- **Either**
Long white regulation school socks with mauve and purple trim with brown flat, regulation lace-up shoes (no high heels) or brown T-bar shoes
(By law, students are required to wear covered shoes in laboratories)
or
Roman sandals with no socks
- On cold days in Terms 1 and 4 students may wear their SAC blazer and/or the SAC jumper or vest over the top of the dress

14.2 Winter Uniform (Terms 2 and 3)

- Chocolate brown SAC blazer with mauve and purple trim with school monogram
- Chocolate brown SAC jumper and/or vest
- Chocolate brown, mauve and purple pinstripe tunic, mid-knee in length
- Chocolate brown trousers (optional)
- Purple and white striped shirt (regulation style)

- Chocolate brown tights or long chocolate brown regulation school socks with purple and mauve trim with brown flat, regulation lace-up shoes or brown T-bar shoes
- On very cold days in Terms 2 and 3 a regulation SAC scarf and brown gloves may be worn – *available from the SAC Uniform Shop*

14.3 Physical Education Uniform

Available only at the SAC Uniform Shop (except sports shoes)

Students are required to wear the following uniform:

- Embroidered SAC polo top with black sleeves
- Black sport shorts with gold and purple piping
- Black tracksuit pants with gold and purple piping
- SAC purple rugby top
- White socks with purple and gold trim
- Sports shoes
- SAC hat for Reception to Year 10 students and Year 11 and 12 PE students (compulsory in Term 1 and Term 4)
- SAC PE jacket (optional)

Swimming Requirements

- One-piece bathers
- Goggles

14.4 PE Uniform on PE Days

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

14.5 School Bag

All students must have the regulation St Aloysius College brown school bag or backpack.

14.6 House Colours

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

- St Anne – Purple
- St Margaret – Yellow
- St Clare – White
- St Teresa – Green

14.7 Wet Weather Days

- Students may use an umbrella coming to and from school. An umbrella may also be used on school excursions if it is safe to do so (ie - not too crowded). Students may not use an umbrella at recess or lunch in the school yard due to safety concerns.
- The SAC Uniform Shop sells a SAC waterproof jacket. This waterproof jacket may be worn at any time, including to and from school, with the PE uniform. The SAC waterproof jacket may also be worn with the summer or winter uniform to and from school if it is raining at the time or about to rain, but taken off at other times.
- A plain, single coloured raincoat, parka or spray jacket may be worn to or from school whilst it is raining or about to rain, but then taken off once the student is within the school property.
- Students in OSHC after school may wear the SAC waterproof jacket or a plain, single-coloured raincoat, parka or non-SAC spray jacket.
- Any umbrella, raincoat, parka, or non-SAC spray jacket must be free of offensive text or design, as deemed by the College.

14.8 Additional Uniform Policy Notes

- Make-up and nail polish are not permitted.
- Sleepers or studs may be worn, however students are only permitted to wear one earring in each lower ear lobe. Earrings are not to be worn higher up on the ear. No other types of earrings are permitted. The only other approved jewellery items are watches, one plain ring, medical bracelets, either a silver or gold religious medal or simple cross on a plain silver or gold chain. Nose rings or other body piercings are not permitted.
- Shoes are to be polished.
- The SAC blazer is a compulsory item and must be worn to and from school in Terms 2 and 3.
- Hair is to be well-groomed. Ribbons, clips, hair slides, head band or a scrunchy must be used to tie back hair if it is below collar length – permitted colours are brown, beige, yellow, white, black, purple, silver or gold. Extremes in hairstyles or colouring, as determined by the College, are not permitted.
- Head scarves worn for religious reasons can be purchased from the SAC Uniform Shop in grey, brown or black.
- An old shirt or overalls are useful for Art lessons.

15. UNIFORM ENFORCEMENT POLICY

Students must familiarise themselves with the Uniform Policy of St Aloysius College.

For other infringements the teacher will speak with the student regarding their uniform infringement. If the student continues to wear the incorrect uniform parents/carers will be contacted and a meeting may need to be held between parents/carers and the Principal, Deputy Principal or Year Level Coordinator.

16. LOCKERS AND LOCKS

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

17. SPORT INCLEMENT WEATHER POLICY AND PROCEDURE

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

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

17.1 Hot Weather Policy

When the predicted maximum temperature is **35 degrees and above (Primary) or 38 degrees and above (Secondary)**:

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

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

17.2 Wet Weather, Storms and Other Inclement Weather

Whenever weather conditions pose a risk of players being unsafe, staff and coaches must err on the side of caution and halt training or matches.

17.3 Primary – Procedure When Sport or Training is Cancelled

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

17.4 Secondary – Procedure When Sport or Training is Cancelled

- Saturday sport, except indoor swimming and indoor pool activities, is automatically cancelled if the Friday 8:00am forecast maximum temperature for Saturday is 38 degrees and above.
- Weekday sport, except indoor swimming and indoor pool activities, is automatically cancelled if the forecast maximum temperature for that day at 8:00am is 38 degrees and above.
- If training or matches are cancelled due to other reasons, including inclement weather, students will receive an email to their SAC email address. The Secondary Sports Coordinator will also endeavour to notify parents/carers via SMS.
- Participants should not assume that training or matches are cancelled (eg - due to rain) without being notified, unless automatically cancelled under the hot weather policy.

18. EXTREME WEATHER POLICY AND PROCEDURE

This policy should be read in conjunction with our Sun Protection Policy. The use of sunscreen, hats, sunglasses and shade are integral factors in our hot weather strategy.

Extreme weather procedures are to be followed if students may be exposed to heavy rain, extreme cold, storm, strong winds or hot weather.

All classrooms are air conditioned so students are not dismissed early on hot days. Students are always permitted to have bottled water with them, and in classrooms.

As an inner-city school, the threat of bushfire is extremely remote. If a student's home is under threat from a bushfire while they are attending a school day, the student is able to stay at the College until a family member or approved family friend is able to collect them that day.

In extreme weather, excursions, camps and physical activities, including Physical Education lessons and sport, are modified or cancelled to protect students from exposure to the elements, undue physical stress or hazards.

During extreme weather, an announcement will be made over the PA system and supervised classrooms will be made available at recess and lunchtime for students' safety and well-being. Some areas of the yard may be closed for use at recess and lunchtime.

19. SUN PROTECTION POLICY AND PROCEDURE

Skin cancer is the most common form of cancer in Australia, affecting all age groups from young people upwards. The principal cause is ultraviolet radiation, which is particularly intense in our summer sunshine.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable.

The Cancer Council South Australia recommends people protect their skin at times when the ultraviolet radiation (UVR) level is 3 (3 - 5 is the moderate range) and above, which is when the UVR level is strong enough to cause damage to the skin. With this in mind, the guidelines for South Australia are that a skin protection policy be in place from 1 August to 30 April and whenever UV levels reach 3 and above at other times.

The aims of the St Aloysius College Sun Protection Policy and Procedure are to promote among students, staff and parents/carers:

- positive attitudes toward skin protection
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
- personal responsibility for and decision-making about skin protection
- awareness of the need for environmental changes in the school to reduce the level of exposure to the sun.

The following precautions should be adopted when outdoors:

- Take particular care if in direct sunlight from 1 August to 30 April and when the ultraviolet radiation level is 3 (moderate) and above, outside of these dates and times.
- Wear a broad brimmed hat to protect the face and skin.
- Wear SPF 30+ broad spectrum, water resistant sunscreen on all parts of the body exposed to the sun.
- Wear a rash vest or t-shirt when swimming in an outdoor pool if it does not have shade.
- Utilise one of the many shaded or covered areas of the school whenever possible.

Implementation

- Students are encouraged to bring their own supplies of SPF 30+ broad spectrum, water resistant sunscreen to school. Sunscreen is on the booklists for all year levels. Sunscreen should be applied 15 to 20 minutes before going outdoors and should be reapplied every two hours if outdoors for prolonged periods of time (eg - sports days, excursions, camps) or more frequently if involved in water activities or involved in intensive activities involving increased perspiration.
- All Primary students are required to wear the school summer hat or PE hat at recess and lunch each day in Terms 1 and 4. The teachers of Primary classes in the lesson before recess and lunch will remind their students to apply sunscreen 15 to 20 minutes before the break and will remind students to wear a hat when they leave the classroom.
- Secondary students who are not wearing a hat at recess or lunchtime are strongly advised to stay under verandahs or in shaded areas during recess and lunchtime.
- In Terms 1 and 4 all Reception - Year 12 students are required to wear a hat and advised to use sunscreen for Physical Education lessons conducted outdoors (excluding swimming) and any other subject where the lesson is conducted outdoors.
- Students using the St Aloysius College swimming pool must use sunscreen.

For further information, please access the following link: www.cancer.org.au

20. ANIMALS ON COLLEGE PREMISES POLICY

The intent of this policy is to ensure that our College grounds remain clean and safe. Dogs and other animals are not permitted on College grounds unless prior written approval is granted by the Principal or a Deputy Principal. This policy does allow for animals to visit classrooms, but only for specific educational purposes. Furthermore, the policy only allows animals in classrooms with the prior written approval of the Principal or a Deputy Principal.

The College recognises its obligation to take all reasonable precautions to protect the safety of its students, staff, visitors and contractors. A number of students have severe allergies to animal fur, feathers or saliva. There is also a risk of a person being bitten, scratched or attacked, as well as the risk of the spread of disease. Other considerations include health, cultural, religious or safety considerations; whether the animal would unreasonably interfere with the day-to-day operation of the College, or whether it contravenes any statutory provision.

Accredited assistance animals (eg - accredited guide dog or hearing dog) are generally allowed access to College grounds unless there is a safety or health concern for a student, staff member, contractor or regular visitor. Where a student or parent/carer intends to bring an accredited assistance animal onto College grounds, prior written approval is required.

Any animals brought onto College grounds (approved by the College as above) must be appropriately restrained at all times either by a lead or in an enclosed compartment. Additionally, dogs must be controlled by a person at least 16 years of age and who is capable of restraining the dog. The animal must have a temperament suited to being around children and crowds. Difficult, fearful, timid or dominant dogs should not be brought onto the College grounds.

Hygiene with respect to dogs and other animals is maintained through:

- appropriate cleaning of any toileting behaviour (carry plastic bags to do this) and removal of the refuse from College Grounds for disposal
- keeping dogs and animals out of play areas
- keeping dogs and animals from licking or other means of transferring infection.

In such circumstances referred to above, the College reserves the right to restrict or prohibit the presence of animals on College premises.

Reviewed August 2018