

# NEWTOWN HIGH SCHOOL

## POLICIES AND GUIDELINES

# NEW TOWN HIGH SCHOOL LEVIES POLICY

Levies are the means by which parents/carers contribute to the cost of their children's education.

The authority to charge levies in a State school is provided under Section 41 of the Education Act 1994. The setting of levies is undertaken by each school, in consultation with the School Association, on an annual basis.

The contribution by parents/carers, whilst very small in proportion to total school operating costs, is an important resource for each individual school. It is expected that parents will pay levies, and the Department will take reasonable action to recover money where payments remain outstanding. Schools may charge for consumables and activities over and above that deemed appropriate for the delivery of the education program.

Participation in curriculum enrichment experiences, such as intrastate, interstate and overseas trips will not occur for students when levy payments are not up to date.

Levy accounts are posted home in January and payment is due prior to the commencement of the school year. Levies may be paid by cash, cheque, BPay, Service Tasmania, credit card or over-the-phone credit transactions, by telephoning 6278 0400. For low-income families the school offers flexible and negotiated payment options to assist parents' budget for this cost, parents or carers need to call into the office to make arrangements to initiate a payment plan. This payment plan must be adhered to or immediate payment of the outstanding amount will be required.

Additionally, eligible parents/carers can apply for assistance through the Department's Student Assistance Scheme (STAS).

## **Additional Costs (not covered by Levies):**

- State, interstate and international excursions
- Sports team registrations
- Musical instrument hire
- Junior Music Extension Program/Music Camps
- Overnight camps
- Other activities as they arise

# UNIFORM POLICY

New Town High School's uniform policy was developed by the School Association in accordance with the Department of Education Policy and Guidelines (May 2-18) on dress standards for students in public schools. The wearing of school uniform is supported strongly by the New Town High community and is a symbol of pride in the school.

There is an expectation that students will comply with the dress requirements and that valuable school time will not need to be diverted to following up on breaches of school uniform policy.

## Exemptions of Non-compliance

Students who are unable to meet the Uniform Policy will be:

- issued a warning and offered school clothing to replace non-school clothing.
- granted assistance, if required, to allow compliance with the uniform dress code without embarrassment or stigma.

Application for exemption to wear school uniform is a formal process via the school Principal and will be considered for:

- exceptional circumstances to accommodate the needs of the student.
- if the student has a disability or health condition that requires departure from the dress code.
- the uniform prevents a student from complying with a requirement of their religious, ethnic or cultural background.
- applicants for exemption are encouraged to support their case with evidence.

The Principal is responsible for managing and conducting the exemption process. In exceptional circumstances an Assistant Principal or Learning Services may be appointed to consider an exemption request.

## FORMAL UNIFORM AND SPORTS UNIFORM

Students are required to wear the formal uniform at all times except on days when they have Physical Education. Students are required to wear formal uniform on school excursion days and on days when formal assemblies are scheduled.

**Formal uniform comprises:** grey school trousers OR plain grey shorts  
blue shirt  
blue school jumper  
black shoes  
tie (optional)  
school hat (trucker or bucket)

**Sports uniform comprises:** school rugby top  
blue school track pants, with yellow stripes  
blue/yellow polo shirt  
blue/yellow long sleeve shirt  
sports shoes  
dark blue shorts, with yellow stripes  
school hat (trucker or bucket)

The School spray jacket is the only approved garment to be worn over school uniform and may be worn with sports uniform, formal uniform, or at sports matches. On a rainy day students are permitted to wear a raincoat of their choice.

**OTHER IMPORTANT INFORMATION:**

Grey or black socks with grey trousers, white or black socks with sports uniform.

School uniform and sports uniform are not interchangeable. **NO MIX AND MATCH.**

**The following items are not uniform at New Town High School. They are not to be worn to or at School.**

- Jackets other than the school blue and gold spray jacket.
- T-shirts worn under either uniform shirt.
- Black track pants, baggy blue pants, “cargo” pants or shorts with large leg pockets.
- Long baggy shorts that come well below the knee.
- Beanies or non NTHS caps/hats
- No Hoodies worn under the spray jacket

**JEWELLERY** – students may wear a single stud earring, however nose, tongue and eyebrow piercing is not allowed for occupational health and safety reasons. Pendants, rings and bracelets are also not to be worn to School.

**Outlandish hair colours and styles are not acceptable.**

## GRADE 7 CURRICULUM STATEMENT

New Town High School's learning program for Grade 7 is guided by the Australian Curriculum. The course framework allows boys to acquire the knowledge and skills that will enable them to participate fully in further education, in future vocations, and as citizens in the community.

We encourage all boys to follow a broad and balanced curriculum. During their time at New Town High School boys increasingly have the opportunity to choose subjects that will enable them to either pursue a particular career path, or attempt for pleasure or recreational value.

Curriculum areas and subjects provide important vehicles for learning and developing students' skills, capacities and understanding. The Australian Curriculum is organised into eight learning areas:

- English
- Mathematics
- Science
- Humanities and Social Science
- The Arts
- Health and Physical Education
- Languages
- Technologies
- Career Education – My Education is embedded in Grade 7 HPE and Grade 8 and Fairer World embedded in Civics Curriculum.

In Grade 7 all students study a common set of subjects as set out below:

- Art/Information Technology (half a year of each)
- Drama/Foods (half a year of each)
- English
- French/Japanese (half a year of each)
- Health and Physical Education
- Materials, Design and Technology
- Mathematics
- Music
- Science
- Society and History

A number of subjects may contribute to a particular curriculum area. For example, Foods, Information Technology, and Materials Design and Technology are elements of Technologies Learning and may be assessed by the teachers of those subjects.

## ASSESSMENT AND REPORTING

With the implementation of the *Australian Curriculum* in the subjects of English, Mathematics, HPE, History and Science, learning for students in these subjects will be described across eleven years of schooling – Foundation (Prep) to Year 10. The *Australian Curriculum* makes clear what students should learn as they progress through school. Nationally developed Achievement Standards for each learning area will describe the quality of learning (the depth of understanding, extent of knowledge and sophistication of skills) typically expected of students at particular points in their schooling. Under current national agreements all schools are required to provide parents and carers with plain language reports on student progress and achievement three times a year, which will include a three-way face to face parent-teacher-student interview or a two-way parent-teacher interview.

For all remaining full year subjects, courses will continue to be drawn from the *Tasmanian Curriculum* and assessed against sets of State specific standards. These standards show a progression of knowledge and skills, and are described using a thirty point scale (Stages 1 to 15, Proficient and Advanced).

As well as using them to assess student learning to inform future planning, teachers use the achievement standards at the end of a period of teaching, to make on-balance judgements about the quality of learning demonstrated by students. In making these judgements, teachers will draw on assessment data they have collected during the course of the teaching period as evidence. These judgements about the quality of learning will be a key source of feedback to students and their parents and will inform formal reporting processes.

At New Town High the Reporting Process currently is comprised of the following:

**Progress Report** – A Progress Report is distributed to students to take home. Reports not distributed are posted home to parents/guardians. It provides a summary of the progress the students are making in each of their subjects. Students are also rated on Effort and behaviour.

**Mid-year Report** - A comprehensive report in which students will receive ratings against standards for all full year subjects; teachers of all other subjects (Short Courses and half year courses) will rate his progress on a five point scale. In addition, a comprehensive written comment and ratings against a set of agreed *Personal and Social Skills* criteria are provided. The reports will also feature a set of ratings by the Home Group teacher against a number of *Personal Qualities* criteria, and some feedback concerning your boy's attendance rates. A Parent Teacher evening (in Weeks 2 and 3 of Term 3) will follow this report.

**End of Year Report** - This report will include final ratings for the year (against the standards or using a five point scale), as well as written pastoral care comments by the Home Group teacher.

**End of Year Grade 10** – At the end of the year Grade 10 students will also receive the school Record of Achievement which records their involvement in activities at New Town High School.

In Grade 10 students complete a Transition Plan.

## HOME LEARNING POLICY

Home Learning is an important and valuable part of the school curriculum. Home Learning means all work done outside class time – music practice, reading the newspaper for Social Science, novel reading for English, revision for tests as well as set work such as writing up notes, doing a drawing or completing assignments.

By setting Home Learning the school tries to help students:

- develop good work habits
- become independent learners
- use time outside school hours to complete, extend or revise work started at school
- understand that learning does not only take place at school.

Students, Home Group teachers, Grade Supervisors, Subject teachers and parents and guardians all have a part to play in the management of Home Learning.

The student should:

- negotiate their Home Learning timetable
- keep an up-to-date Home Learning diary
- write all Home Learning in the diary
- complete all tasks by the due date
- present the diary for signing at both home and school every week. (Grade 7's)

Parents are asked to help their children with Home Learning. They can:

- contact Home Group teachers or Grade Supervisors if they feel there are any problems
- supervise time spent on Home Learning
- help with tasks when possible.

Communication between parent, teacher and student is via:

- Home Learning diary for Grade 7 students
- Edairy for Grade 8, 9 and 10 students

# STUDENT MANAGEMENT POLICY

## RATIONALE

The establishment of a supportive school environment, in which students, parents, teachers are positive about themselves and each other, is fundamental to the quality of teaching and learning at New Town High School. At the core of the supportive school environment are relationships between students, parents and teachers. Those relationships are dependent upon some basic values and beliefs:

- The worth of each individual and his capacity to contribute to our school is recognised and valued.
- Every member of our school community should contribute to the well-being of all other members.
- Students should develop responsibility for their own actions.
- The right of others to learn should be respected by all.
- Where a student behaves in a way that goes against the principles stated above, disciplinary action will be taken within the guidelines stated below.

The school's approach to managing students' behaviour focuses upon some fundamental principles:

- Problems which occur in classrooms must always be resolved between the student and the teacher.
- Other people may be involved in that process.
- The process is a step-by-step approach which allows students time to stop and think before problems worsen.
- At all steps, teachers try to help students to make a commitment to the functioning of the classroom and developing, where appropriate, a positive action plan that helps the student move towards responsible behaviour.

## IMPLEMENTATION AND MONITORING OF THE STUDENT MANAGEMENT POLICY

For the Student Management Policy to be effective and successful all members of the school community must adopt the policy and implement its principles in a fair and consistent way. It is essential moreover that the Principal and Assistant Principals take on the primary leadership role in over-seeing and actively promoting the implementation and monitoring of the policy.

## COMPONENTS OF THE STUDENT MANAGEMENT POLICY

This policy is comprised of the above rationale together with two distinct sets of rules and accompanying consequences: one set applies to classroom teaching and the other to non-teaching situations.

These sets of rules and consequences have been designed to promote safety, learning and harmonious interpersonal relationships. The aim of such a positive discipline policy is to cultivate self-discipline as the means of upholding the rules. This is achieved by encouraging students to realise that they are responsible for the outcomes or consequences of their actions.

# CLASSROOM RULES AND CONSEQUENCES

Each classroom teacher has the opportunity to negotiate with their subject classes a more refined and detailed set of classroom rules that flow from the ones set out below and agreed to by staff and students.

## CLASSROOM RULES

1. Be on time and prepared for work.
2. Listen when someone is speaking.
3. Speak politely and quietly.
4. Let others work undisturbed.
5. Follow instructions willingly and promptly.

## WHAT RULES MEAN

1. Be on time and prepared for work. *This rule means:*
  - Don't waste time at the lockers.
  - Don't be late for class.
  - Arrive quietly and in a mood for work.
  - Have with you all necessary books, pens and other items.
  - Either queue up sensibly or sit at a desk quietly with your book open.
  - Don't find it necessary to borrow anything.
2. Listen when someone is speaking. *This rule means:*
  - Keep quiet yourself.
  - Face the teacher.
  - Ignore other people.
  - Don't interrupt the teacher or student speaking.
  - Think about what the teacher is saying – tune in.
3. Speak politely and quietly. *This rule means:*
  - Avoid all bad language.
  - Use only a low, soft voice or none at all.
  - Don't back-chat the teacher.
  - Think before you speak.
4. Let others work undisturbed. *This rule means:*
  - Don't touch anyone.
  - Leave the property of others alone.
  - If someone breaks your rights, don't do anything that breaks the right of the rest of the class to a quiet environment.
  - Avoid conversations.
  - Don't throw anything.
5. Follow instructions willingly and promptly. *This rule means:*
  - Do things the first time you are asked.
  - Don't take your time over the teacher's request.
  - Don't delay in the hope that the teacher will be distracted and forget about you.
  - Just accept it – don't argue when the teacher has to deal with you.
6. Remain seated when required. *This rule means:*
  - Stay on your chair.
  - Don't move from where you should be.
  - Return to your chair promptly if you've been allowed to leave it for a special purpose.
  - Don't swing on your chair.

# BEHAVIOUR MANAGEMENT POLICY

**1. CHOICE:** Are you able to sort out the situation with the teacher when it first happens?

YOUR CHOICE IS YES  
→

**YOUR CHOICE IS NO**



**2.** You may be isolated within your class or relocated.

**3. CHOICE:** Were you able to settle to work and solve the issue by talking to your teacher?

YOUR CHOICE IS YES  
→

**YOUR CHOICE IS NO**



**4.** You will be sent to your Grade Supervisor with a behaviour report form. This may result in an after school detention.

**5. CHOICE:** You have discussed the issue and you are now prepared to make a new start.

YOUR CHOICE IS YES  
→

**YOUR CHOICE IS NO**



**6.** You have continued to behave inappropriately or your behaviour is of serious concern. You will be internally suspended and have to work in isolation. A formal letter will be sent home. A behaviour report form will be completed with the guidance of your Grade Supervisor (or an AP). This may result in an after school detention.

**7. CHOICE:** You have demonstrated that you are now prepared to behave responsibly.

YOUR CHOICE IS YES  
→

**YOUR CHOICE IS NO**



**8.** Your parents/carers will be contacted and you may be suspended from school.

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# NON-TEACHING SITUATION RULES AND CONSEQUENCES

## 1. Take care of yourself and others through sensible activities in and outside the school building.

### Avoid

- Running inside the building (collisions are possible)
- Fighting (try discussing your problems)
- Ball games near windows (use sensible areas)
- Climbing (injury could result)
- Sliding down the banisters (injury could result)
- Throwing objects (could cause bodily harm)
- Going out of bounds (it must be known where you are at all times)
- Smoking (it is a health hazard) and any illegal substance

## 2. Behave in a way that allows everyone to feel happy and safe. Anti-social behaviour causes injury and/or distress to others.

### Avoid

- Bullying (treat each other with respect)
- Fighting (try discussing your problems)
- Bad language (could lead to further conflict)

## 3. Follow instructions willingly and promptly.

### Avoid:

- Insolence
- Disrespect
- Disobedience

## 4. Respect school property.

### Avoid:

- Wilful damage of: - lockers  
- building  
- equipment  
- flora and fauna
- Making unnecessary work for the cleaning staff
- Littering both inside and outside the buildings

# WHAT HAPPENS IF YOU FAIL TO FOLLOW A NON-TEACHING SITUATION

*Choice* Are you able to sort out the situation with the teacher when it first happens?

**YOUR CHOICE IS NO**

You will be sent to your Grade Supervisor, who will consider the severity of the matter and possible consequences.

**YOUR CHOICE IS NO**

*Choice* Were you able to act upon the directives given by the Grade Supervisor?

**YOUR CHOICE IS NO**

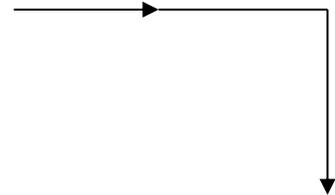
You will be sent to the Principal or the Assistant Principal. Your parents will be informed.

*Choice* Were you able to act upon the directives of the Principal or Assistant Principal?

**YOUR CHOICE IS NO**

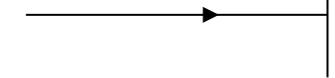
Your family will be contacted and you will be **SUSPENDED FROM SCHOOL.**

**YOUR CHOICE IS YES**

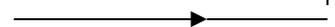


**END OF MATTER**

**YOUR CHOICE IS YES**



**YOUR CHOICE IS YES**



## ANTI-HARASSMENT POLICY

1. The Tasmanian Government, Department of Education and New Town High School is committed to a policy of equal opportunity for all teachers and equal educational opportunity for all students.

### **Harassment and discrimination is unacceptable.**

2. What is Harassment? “Harassment” is defined as verbal or physical conduct which is uninvited, unwelcome, intimidatory and/or offensive.

### **Harassment can take many forms including verbal and physical harassment.**

3. Verbal harassment may include:
  - suggestive remarks
  - comments or jokes that put people down
  - innuendo or comments which have two meanings
  - comments related to physical shape or size, or sex, ethnic and/or socio-economic background, disability or personality.
  - nuisance and/or offensive phone calls
  - threats
  - swearing.
4. Physical harassment may include:
  - obscene or offensive gestures
  - unwelcome or uninvited physical contact
  - moving into someone’s personal space
  - “getting in their face”
  - surrounding another student by a group
  - taking a person’s personal belongings and throwing them around
  - showing someone offensive pictures
  - unwelcome touching.
5. If, at any time, you feel you are the victim of any form of discrimination or harassment you should lodge a formal complaint to one of the school’s contact persons *ie* the Assistant Principal, Grade Supervisor or Anti-Harassment Counsellor. Once this is done the following steps will be followed:

#### **Step 1: Making a complaint:**

The first contact person will obtain details and inform person(s) of process and rights.

#### **Step 2: Investigating the complaint:**

The Anti-Harassment Counsellor will - interview both parties

- seek a resolution
- write a report for the Principal, Assistant Principal or Grade Supervisor and recommend action.

#### **Step 3: Making a decision:**

The Principal (or Assistant Principal or Grade Supervisor) will decide on action and inform both parties.

This action may include the issue of an official warning. In this case the student will be:

- made aware that the conduct is unacceptable and that the offence is considered serious and parents will be informed;

- informed that the consequences of any future involvement with any incident of harassment will result in suspension;
- required to sign an agreement that he understands the serious nature of harassment, is aware of the consequences of any future act, and undertakes that he will not be involved in any future instance of harassment;
- required to make any restitution possible, for example, cleaning graffiti, repairing or replacing damaged property, apologising to the victim if this is desired by the victim etc.
- provision of programs for the development of more positive relationships
- suspension (internal or external).

**Step 4: Further action:**

The Principal or Assistant Principal or Grade supervisor will monitor the situation regularly. All of the above process will be documented and filed for future reference.

If a student leaves this school with an unresolved record of harassment, it is possible that this information could go to the next school.

**Policy attachments:**

*Harassment Log (for victim)*

*Harassment Questionnaire (for bully/perpetrator)*

*Student Agreement (for bully/perpetrator and contact officer)*

# DIGITAL DEVICE USAGE GUIDELINES

New Town High School recognises two types of digital devices:

Primary Devices (recommended for class work and assessment work)

Screen size larger than 200mm.

- A tablet
- A laptop
- A conventional PC

Secondary Devices (not recommended for class work or assessment)

- A mobile phone
- A 'smart' phone
- A digital storage device with playback capabilities
- A digital camera
- A smart watch
- Blue tooth devices (such as speakers)

Prohibited Devices

Mobile phones and smart phones are not to be used in classrooms and other learning areas or in corridors. Mobile phones are to be stored in student lockers during lesson times.

DoE ICT Policy

Student use of digital devices is at all times at the discretion of the teacher in charge, and is bound by the New Town High School and Department of Education policies.

New Town High Policy

The Expected usage of digital devices at New Town High School can be categorised into three key areas:

## 1. At All Times

The expectations for all students at all times whilst on school property, in duty areas and whilst representing New Town High (this can include excursions, duty areas such as main road, and whilst in school uniform).

## 2. Within the Classroom, Corridors and Learning Areas

This includes outside facilities such as the oval, and tennis courts when being used for HPE or other learning /class activities. As well as the Hall and other meeting spaces.

## 3. Outside of the Classroom, Corridors and Learning Areas

This includes outside spaces (including the main quad and Grade 7 quad) before school, at recess and lunch.

## 1. At All Times

- Digital devices are not to be used to access social media or online messenger services that are blocked on the school web server. These sites are not to be accessed by students using their personal mobile phone data or APPS designed to access these sites illegally.
- Digital devices must be in silent mode at all times.
- Digital devices must not be used to make or receive voice or video calls (parents wishing to call their children can do so via the school office). Digital devices will never be used during school hours for inappropriate behaviour as defined by DoE guidelines OR a New Town High School staff member. These include:
  - playing violence-based games
  - access social media sites blocked by the school
  - on-line gambling
  - buying or selling
  - accessing inappropriate material
  - sending inappropriate messages or content
  - sharing inappropriate messages or content
  - Bullying
  - Downloading non-school relevant content

## 2. Within the Classroom, Corridors and Learning Areas

Use of devices within learning areas is at the discretion of the class teacher. Digital devices must also not be used for any manner as described in the above noted section 'At All Times'.

- Devices must not be used in corridors
- Earbuds must not be worn or visible
- Digital devices must not be used to send messages via sms, text, or any messenger service such as Facebook messenger or snapchat.
- Digital devices must not be used for recording in any media without the permission of the subject and the teacher in charge.

## 3. Outside of the Classroom, Corridors and Learning Areas

Students have more freedom to use their digital devices at break times in the playground.

- Digital devices must not be used for any manner as described in item 1, 'At all Times'
- Digital devices must not be used for recording in any media.

## Misuse of Digital Devices

The misuse of digital devices falls into two categories:

### Minor Misuse

Minor misuse will be dealt with by the appropriate class teacher. This misuse may include:

- Using the device without permission
- Using the device for purposes other than what has been permissible e.g. using Facebook instead of researching.

Consequences for minor misuse is at the discretion of the class teacher in line with the school behaviour management procedure and may involve a warning, recess or lunch detention. Minor misuse becomes major misuse if repeated behaviour is exhibited. This will then be referred to a Grade Supervisor or senior staff member

### **Major Misuse**

Major misuse will be dealt with by a **Grade Supervisor** or other **senior staff**. This misuse may include:

- Playing violence-based games
- Accessing social media sites blocked by the school
- On-line gambling
- Buying or selling
- Accessing inappropriate material
- Sending inappropriate messages or content
- Sharing inappropriate messages or content
- Bullying
- Recording in any media without the permission of the subject and the teacher in charge
- Sharing a DoE password with another person for the purpose of accessing the DoE WiFi service
- Continued minor misuse

Consequences for major misuse is at the discretion of the senior staff member and may include a digital device confiscation, ban, detention, After School Detention, Internal or External Suspension.

### **Responsibility**

- It is the responsibility of the user of the device to ensure that it is charged and operating correctly. It is at the discretion of the class teacher to give permission for a device to be charged in class time.
- The school accepts no responsibility for the loss or damage of digital devices.

### **Devices for Learning**

Constructive use of all digital technology is to be encouraged. Teaching staff will establish device usage requirements appropriate to their specific learning environment. With teacher permission, it may be acceptable to use a digital device in these ways:

#### **Primary Devices**

- Create work pieces for assessment
- Use to assist research and access online resources relevant to classroom activities
- Take notes for class work

#### **Secondary Devices**

- Use as a calculator ( **Note that mobile phones are not to be used for this purpose in class**)
- Use to assist research and access online resources relevant to classroom activities
- Check your messages at break times (outside of teaching areas)
- Record images and sound as directed or required by staff
- Access multimedia

## ATTENDANCE POLICY

New Town High School makes every effort to retain students in the education system because students are often at greater risk if disengaged from school. Regular school attendance will help your child to gain the skills and knowledge needed for success both now and late in life. Attending school every day helps your child to make steady progress with their learning. Your child will also be able to establish firm friendships by participating with others in enjoyable activities.

Changes have been made to provide certainty for schools, parents and students as to the reasons a child can be authorised to be absent from school.

Reasons your child can be authorised to be absent include:

- sickness/incapacity
- medical, legal or related appointments
- natural disaster or extreme weather preventing your child from safely attending their enrolled school
- terminal illness of an immediate family member
- bereavement of a person your child had a close, significant or family relationship with
- having witnessed or been subjected to family violence
- being a participant or official at a recognised State, National or International event
- participation in a recognised learning experience
- an application for home education being received by the Education Registrar and provisional registration being granted.

What will happen if my child is absent for a reason that isn't listed:

- The absence will be recorded as an unauthorised absence.
- Principals receive notifications about the number of unauthorised absences your child has.
- We will you a letter notifying you of the number of unauthorised absences your child has.
- We will seek to work with you to increase your child's attendance to maximise their learning if the Principal is concerned about your child's attendance.

Schools have always encouraged family holidays to be planned for during the scheduled school holiday breaks. If your family decides to take a holiday during school term, you are encouraged to discuss your plans with the Principal or your child's teacher.

## TRAVELLING TO SCHOOL SAFELY

New Town High School works closely with our school community to ensure all of our students travel to and from school safely. Students are urged to practise safety rules for travelling to and from school: be alert and vigilant, lead by example, always cross at pedestrian crossings, follow safety patrol instructions, and encourage new students and siblings to do the same.

The policy that follows is designed to maintain student safety and school reputation in the community.

### BICYCLES

Riding a bicycle is promoted as a healthy activity for students and as an alternative mode of travel to and from school. A helmet must be worn at all times, as required by State Law. Bicycles can be safely stored in the school bike shed at the rear of the school.

### MOTORISED BICYCLES

The riding of motorised bicycles is not permitted at school.

### SKATEBOARDS

The riding of skateboards is not permitted at school. Nor are skateboards to be brought to school. The riding of skateboards is also not permitted in school uniform or in and around the school precinct.

In the instance where a student is attending an after school training session endorsed by a coach or training facility, and authorised letters from the coach, training facility and parents is provided, in consultation with the Grade Supervisors, the school will permit the skateboard to be brought to school on the day this training takes place. The skateboard must be carried in a zipped bag, and stored in the Grade Supervisors' office. If students contravene the school skateboard policy by riding the board or allowing others to ride their board at school or within the school precinct including surrounding streets the Grade Supervisors will withdraw any permissions given.

### SCOOTERS

The riding of scooters is not permitted at school. Scooters are not to be brought to school. The riding of scooters is also not permitted in school uniform in and around the school precinct.

This policy was last reviewed and approved by New Town High School – School Association on 29/08/2017.

## SOCIAL

### Attendance at School Socials

A social is run for each Grade once a year at the discretion of the Principal. Each social is supervised and run by staff from both New Town and Ogilvie High School. The staff members give their time willingly and freely to supervise these out of hour activities. The socials are an “added extra” which complement the core program offered at school.

The Principal’s invitation to attend the social will not be extended to any student who has failed to meet an appropriate standard of behaviour at school. Any student who is subject to a period of external suspension, has been placed on internal suspension or been placed in after school detention on three separate occasions will not receive an invitation to attend the social. Continual low level, unco-operative behaviour will also result in the withdrawal of an invitation at the discretion of the Principal. Each year all students begin with a “fresh start” to earn the privilege to attend the social.

Standard of behaviour while at the Social. Given the afterhours nature of the social it is particularly important that all students uphold the School’s Code of Conduct in every respect. Of particular concern is unsafe behaviour in a crowded dance area. Students will be removed from the social if their behaviour is unsafe/unco-operative.

Standard of Dress – Students are not to wear singlets, thongs, beanies, hoods or caps to the social. A level of tidiness is expected of all students.

Parent Responsibility – it is essential that all boys are dropped off and picked up by a parent. This ensures their entry into the social and avoids possible problems associated with a lack of supervision between home and the social venue.

The intention of these guidelines is to ensure that all parents, students and staff clearly understand the School’s expectations with regards to attendance at an afterhours social.

Please refer to the School’s Code of Conduct (signed with the Application for Enrolment) where our expectations for all students on a daily basis are clearly set out. Achievement of these reasonable standards will earn the privilege to attend the social.

## SCHOOL EXCURSION POLICY

This policy has been developed with reference to the Department of Education 'Excursions Procedure', 'Incident Reporting Procedures' and the Risk Management Process.

Excursions are designed to support and compliment the educational experiences students are offered at New Town High School. Excursions are additional to the educational programs for the students and it is at the discretion of the Principal and or his delegate, to withdraw a student invitation to attend an excursion.

Due to the different and varied activities involved in planning and running an excursion, teachers are responsible for a considerable increase in their work load in particular during excursions that involve extended hours or overnight stay. This is acknowledged and appreciated.

Department of Education Guidelines state:

- Where activities are part of the school program, costs will be included as part of the school levy.
- Where activities are additional to the educational program (and therefore optional), there may be additional costs but you will be told about these in advance. New Town High School families/carers will incur a cost for the registration/bus hire/relief. With prior arrangements, parent volunteers, with a working with vulnerable children check, are welcomed to assist the teacher on the excursion.

### **ATTENDANCE ON SCHOOL EXCURSIONS**

All students have the right to attend excursions as they arise throughout the year. If however a student's behaviour has demonstrated that they have on a number of occasions been unable to comply with the School's Code of Conduct, their invitation to attend excursions may be withdrawn at the Principal's discretion in consultation with the Grade Supervisors and Assistant Principals.

Any student, who has been placed on After School Detention on a number of occasions, has been placed on Internal Suspension or been the subject of a period of formal suspension from School can expect that their participation in any School excursion will come under review. End of year excursions, Inter High participation, School sports teams and subject based excursions are all considered under the umbrella of this policy.

## UV POLICY

Cancer Council Tasmania recognises the importance of promoting healthy sun protection practices through policy development in schools, therefore, has developed this policy to ensure that staff and students are protected against overexposure to ultraviolet radiation (UVR).

Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before the age of 70<sup>i</sup>. Melanoma is the most common cancer in young Australians aged 15 – 29 years<sup>ii</sup>. Sun exposure in childhood and adolescence is an important determinant of melanoma and other skin cancers in later life<sup>iii</sup>. Over-exposure to UVR causes sunburn, skin damage and increased risk of skin cancer. Skin cancer can be prevented by using a combination of the five sun protection measures during the daily sun protection times such as:

-  Slip on sun protective clothing
-  Slap on SPF 30+ or higher broad spectrum, water resistant sunscreen - reapplying every 2 hours.
-  Slap on a broad brimmed hat that shades the face, neck and ears
-  Seek shade
-  Slide on sunglasses.

Being SunSmart in Tasmania means using sun protection when UVR levels reach 3 and above, this occurs from September to April. From May to August, sun protection is not recommended unless near highly reflective surfaces such as snow or working outdoors for extended periods. Therefore, schools need to implement sun protection measures from the beginning of the school year until the end of April and again from the beginning of September until the end of the school year. Implementing sun protection measures throughout Terms 1 and 4 only is insufficient to protect against UVR risks.

Given school hours fall within peak UVR times, a comprehensive policy will help schools to adopt healthy UV practices. Staff are encouraged to access the daily local UV level and sun protection times at <http://www.cancertas.org.au/>, <http://www.bom.gov.au/tas/uv/>, [www.myuv.com.au](http://www.myuv.com.au), or on the free SunSmart app or widget.

New Town High School has developed this policy in conjunction with Cancer Council Tasmania to ensure that staff and students are protected against overexposure to ultraviolet radiation (UVR).

The following five prevention measures are implemented to protect against excessive UVR exposure and will occur when UVR levels reach 3 and above:

### Shade

Shade is available in areas where students congregate for example, lunch areas, canteen, and outdoor lesson areas and is considered when planning excursions, camps, sport carnivals and all outdoor activities.

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## **Hats**

A bucket style hat is encouraged as a part of the school uniform. During sport classes, trucker caps may be worn where sun protective hats are impractical (in combination with the other sun protection measures).

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## **Clothing**

Sun protective clothing is included in our school uniform/dress code and sports uniform in the following ways:

- The summer uniform/dress code includes longer-style shorts/pants at least to the knee.
- The sport uniform/dress code includes a shirt that covers the shoulders well and a collar that sits close to the neck, above the collarbone.
- The sport uniform/dress code includes longer-style shorts/pants at least to the mid-thigh.

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## **Sunscreen**

- Sunscreen is available at the School Office.
- Students are encouraged to use and apply sunscreen 20 minutes before going outside and reapply every 2 hours. Particularly in HPE and on carnival days.
- The school community is educated about the correct use of sunscreen and the level of protection it provides (applied 20 minutes before going outside and reapplied every 2 hours).
- Teachers will carry sunscreen on duty.

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## **Sunglasses**

Close-fitting wrap-around sunglasses that comply with Australian Standards AS1067:2003 (Category 2, 3 or 4) are encouraged for staff and students.

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## **The following five categories are sun protection measures for the school community:**

### **Education**

- Sun-protective behaviour and awareness of skin damage and skin cancer caused by over exposure to UVR is regularly reinforced and promoted to the whole school community through a variety of channels such as newsletters, staff meetings and school assemblies.
- From 2018, SunSmart secondary school curriculum materials will be incorporated into appropriate areas of the curriculum.

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### **Role Modelling**

- When UVR levels reach 3 and above, staff are expected to role model a combination of sun protection behaviours when outside.
- The whole school community, including families and visitors, are encouraged to use sun protection measures (sun-protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor school activities.

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### **Planning**

The UV policy is reflected in the planning of all outdoor events and excursions.

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## Staff Work, Health and Safety

From a workplace perspective, secondary schools must ensure, so far as reasonably practicable, that staff are protected from direct UVR exposure when outdoors during peak UVR periods. Staff members must also take responsibility for their own health and safety by complying and co-operating with reasonable policies or procedures relating to health and safety in the school environment. Therefore, staff members are provided with a copy of the school's UV policy.

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## Vitamin D

Vitamin D is a hormone that controls calcium levels in the blood. It is needed for healthy bones, muscles and general health. Vitamin D forms when skin is exposed to UV from the sun.

From May to August in Tasmania, average UVR levels are below 3, therefore, sun protection is not recommended during these months unless in alpine regions, near highly reflective surfaces such as snow or outdoors for extended periods. Therefore:

- Sun protection is not implemented from May to August unless in alpine regions, near highly reflective surfaces such as snow or outdoors for extended periods.
- Due to higher UVR levels in alpine areas, a combination of sun protection measures is used on snow excursions and ski camps.

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## Review

This policy and membership will be reviewed every 3 years with Cancer Council Tasmania for updating as new evidence becomes available.

Date: September 2017

Review date: September 2020

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## Relevant documents/links

Department of Education: Sun Protection Policy (Doc ID: TASED-4-5152)

Tasmanian Catholic Education Commission: Workplace Health and Safety Policy

Work Health and Safety Act 2012 Tasmania

<http://www.cancertas.org.au/prevent-cancer/sunsmart/>

<http://www.cancertas.org.au/wp-content/uploads/2015/07/Being-SunSmart-in-Tasmania-flier-FINAL-9-June-2015.pdf>

<http://www.cancertas.org.au/vitamin-d/>

<http://www.generationsunsmart.com.au/>

<http://kidskin.generationsunsmart.com.au/>

<http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget>

This information is based on current evidence available at time of review. Last updated: January 2017

For more information:

e: [sunsmart@cancertas.org.au](mailto:sunsmart@cancertas.org.au) p: 1300 65 65 85

w: [www.cancertas.org.au/prevent-cancer/sunsmart](http://www.cancertas.org.au/prevent-cancer/sunsmart)

<sup>1</sup> Staples MP, Elwood M, Burton RC, Williams JL, Marks R, Giles GG. Non-melanoma skin cancer in Australia: the 2002 national survey and trends since 1985. *Med J Aust.* 2006;184(1):6-10.

<sup>1</sup> Australian Institute of Health and Welfare. Cancer in adolescents and young adults in Australia. Canberra, Australia: Australian Institute of Health and Welfare, 2011 Cancer series no. 62. Cat. no. CAN 59

<sup>1</sup> Whiteman DC, Whiteman CA, Green AC. Childhood sun exposure as a risk factor for melanoma: a systematic review of epidemiologic studies. *Cancer Causes Control.* 2001;12:69–82.

## GRADE 10 POINTS SYSTEM

The Grade 10 Celebration Dinner and activities at the end of the year are a privilege. All Grade 10 students commence the year with an invitation to attend these activities.

To operate a fair system for attendance to these events a student will need to maintain a minimum balance of points throughout the year to receive the final invitation. This system is designed to indicate that consequences follow if a student behaves in a manner which is detrimental to the health, safety, welfare or reputation of himself, his peers or the school community generally.

It is hoped that all Grade 10 students will maintain an invitation to attend through their adherence to the simple expectations of school life. To qualify to attend the Celebration Dinner and the activities in Leavers' Week, students must hold a minimum of 40 points at the time of the event.

**All boys are given an initial credit of 50 points.**

### WHEN WILL POINTS BE DEDUCTED?

Points will be deducted for:

- Incorrect or incomplete uniform. This includes things such as:
  - Inappropriate footwear
  - Non-school tops (including T-shirts and hoodies)
  - Non-school trousers, shorts or tracksuit pants
  - Visible earphones, headphones or electronic devices
  - Visible piercings
  - Non-school hats and hats worn inside
- First offence – warning
- Second offence or more will incur a loss of one point per day.
- Unauthorised/unexplained lateness to or absence from school:
  - First offence – warning
  - Second offence or more – will incur a loss of one point per day
- 2 behaviour management forms (yellow forms) within 5 school days
- After school detentions (one point per detention)
- Internal suspension (two points per suspension)
- External suspension (three points per suspension)

### WHO MANAGES THE POINTS SYSTEM?

The Assistant Principal associated with Grade 10 and the Grade Supervisors will manage the point record system.

## DRUG POLICY

- Prohibited possession, use, distribution and selling of illicit drugs and unsanctioned illicit drugs on school premises or at any function or activity organised by the school.
- New Town High School has well developed processes to manage drug-related incidents.
- Students will be suspended and police contacted if students are found in the possession of drug paraphernalia, illicit drugs or partaking in illicit drug usage on school premises or school events.
- Student's wellbeing is paramount and New Town High School Support Services work intensively to ensuring the response does not cause any secondary harm, such as social stigmatisation, reduced self-worth and associated truancy.

## SMOKING

The school policy on smoking states that students are prohibited from smoking on all school related activities and as with all government agencies, New Town High School is a smoke free zone. This is in accordance with Section 32 of the Tasmanian Industrial Safety, Health & Welfare Act 1977.

Smoking is of grave concern to the school. The general health risks associated with smoking are now well known. The following extract from the Western Australian Tobacco Bill (1989) summarises these risks:

*“Cigarette smoking is the largest single preventable cause of death and disease in the community today. Diseases caused by smoking include coronary heart disease, lung cancer, chronic bronchitis and emphysema.*

*The younger people are when they begin to smoke, the more likely it is that they will suffer from diseases caused by smoking later in life.”*

Senior students who smoke are providing a negative role model to younger students. Student smokers are bringing the name of the school into disrepute.

### **What is a smoking incident that will be acted upon by the school?**

- Smoking at any time (including e-cigarettes) while the student is in the care of the school. (ie smoking on the school campus, on the journey to or from the school, or while participating in a school activity away from school.)
- Being in possession of cigarettes, an e-cigarette, a lighter or matches in the situation listed above.
- Being with a student who is caught smoking (the tacit approval of peers is a major influence which encourages adolescents to continue inappropriate behaviour).

### **Action**

The school will make every effort to educate students to the dangers of smoking through the programs we have operating at school – health, pastoral care, grade assemblies and counselling.

Consequences will be applied automatically, to students found contravening the School's Drug Policy related to smoking.

### **First Offence**

Completion of Quit Smoking Unit during after school detentions (2) and letter sent home.

### **Second Offence**

Completion of Quit Smoking Unit during after school detentions (3), restricted areas at recess and lunchtime and letter sent home.

### **Third Offence**

A period of suspension (2 days) as the student has continued to defy school/state rules and regulations. Letter of suspension sent home.

### **Exception**

If a student is smoking in the school toilets he will be automatically suspended for 5 days regardless of whether it is the first, second or third offence. This is because of the serious health consequences being forced on others by such actions. The risk of asthma, the effects of passive smoking and the impact upon other health conditions cannot be risked by smoking within the toilets

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