



# Student Development Expectations

Appearing in the College Diary

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## **ABORIGINAL AND TORRES STRAIT ISLANDER EDUCATION**

Waverley College is committed to encouraging and supporting Aboriginal and Torres Strait Islander students, families and staff to access and participate in Catholic education. We will foster collaborative authentic partnerships with the families and broader communities supporting these students. We encourage all of our students to take pride in Aboriginal and Torres Strait Islander history and heritage and to embrace and celebrate cultures. We are committed to furthering Reconciliation through conscious and deliberate curriculum and extra-curricular programs, our Walawaani group, immersions and social justice initiatives.

## **ABSENCE**

Regular attendance at school is essential to assist students to maximise their potential. If a student is unable to attend the College due to illness or will be late for medical or personal reasons, the College must be notified by 9.00am. This can be actioned through the Waverley College App in the first instance or through the Absentee line on (02) 9369 0632.

A text message will be sent to the parents' nominated mobile phone at approximately 10.00am each day if a student has not been marked present in class. It is important that responses are received promptly in order to identify any unexplained absenteeism or potential risks to a student's welfare. It is imperative that parent/carer contact details remain updated for this reason.

## **APPOINTMENTS**

Wherever possible, personal appointments (e.g. doctor's appointments, driving test) should be made outside of school hours. If appointments or early departure are unavoidable, parents should send an email to their son's Head of House or make a note in their son's diary detailing the reason for leave, and whether the student is leaving on their own or being collected.

We understand that from time-to-time last-minute medical appointments are necessary. When this happens, please call Wellbeing Reception (9369 0722) to advise that your son has to go to a medical appointment, and we can arrange for him to be taken out of class. Please do not just arrive at Reception requesting to collect your son, as this causes class disruption.

### **Senior College**

The Head of House will authorise an exit pass for the student, who must report to the Wellbeing Centre before leaving the College grounds.

### **Junior College**

Students must report to Reception before leaving the College grounds and must be collected by a parent.

## ASSISTANCE

Where to go for help outside of school:

In Case of Emergency Tel: 000	
 National Youth Mental Health Foundation	Head Space Tel: 1800 650 890      Web: <a href="http://www.headspace.org.au">www.headspace.org.au</a>
 Kids Helpline 1800 55 1800	Kids Helpline Tel: 1800 551 800      Web: <a href="http://www.kidshelpline.com.au">www.kidshelpline.com.au</a>
Office of the Children's <b>eSafety Commissioner</b>	Office of the Children's eSafety Commissioner (online bullying) Tel: 1800 880 176 Web: <a href="http://www.esafety.gov.au">www.esafety.gov.au</a>
	The Line (for those concerned about their own behaviour) Tel: 1800 695 463      Web: <a href="http://www.theline.org.au/get-help">www.theline.org.au/get-help</a>
 beyondblue Depression Anxiety	Youth Beyond Blue Tel: 1300 22 4636      Web: <a href="http://www.youthbeyondblue.com">www.youthbeyondblue.com</a>
 Black Dog Institute	Black Dog Institute Tel: 9382 2991      Web: <a href="http://www.blackdoginstitute.org.au">www.blackdoginstitute.org.au</a>
	Anti-discrimination board Tel: 9268 5544      Web: <a href="http://www.antidiscrimination.justice.nsw.gov.au">www.antidiscrimination.justice.nsw.gov.au</a>
	Lifeline Tel: 13 11 14      Web: <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
	Reachout - Online Forums/ Chat Room Support Web: <a href="https://au.reachout.com/forums">https://au.reachout.com/forums</a>
 teens helping teens	Teen line - This is a US based website Web: <a href="https://teenlineonline.org">https://teenlineonline.org</a>
 Talk it over Mens Line AUSTRALIA	Mens line Tel: 1300 78 9978      Web: <a href="https://mensline.org.au">https://mensline.org.au</a>

## **BAGS**

The Waverley College issued backpack is compulsory for all students from Year 5 to 12. Non-Waverley College backpacks are not permitted to be used by students, unless approved for orthopaedic, mobility or health reasons, by the College Principal. Sports bags may only be used to keep sports gear separate and must not be used as an alternative to the Waverley College issued backpack.

School bags must be left in lockers during the school day. All bags should be clearly labelled with the student's name, be free from graffiti and kept clean and in good repair.

Students are not permitted to carry large sporting equipment during periods and are encouraged to leave any large sporting equipment with the student's Head of House (senior students), Director of Junior School or Assistant Director of Junior School.

## **BICYCLES**

Cycling to school is acceptable at the discretion of the parents, however, parents should be aware that the roads around Waverley are very busy, with few bike lanes that connect.

- Bicycles are not to be ridden in the school grounds
- Waverley's insurance does not cover the loss, damage or theft of bicycles stored on campus. parents should ensure they have household contents insurance to cover this eventuality.
- Bicycles must be parked in allocated spaces and secured with a lock.

## **BREAKFAST**

Every student should eat breakfast at the start of the day. Breakfast is the most important meal of the day and numerous studies show its link to improved concentration in school students. Growing boys need a healthy breakfast to help them perform well at school. The senior canteen sells breakfast if for any reason it is not possible at home.

## **BOOKHIRE**

Please take special care of hired school books as any damage will be charged to the student's school account.

## **BULLYING POLICY**

***Waverley College is committed to the safety and wellbeing of all children and young people, to acting in students' best interests and to keeping them safe and free from harm. The College is aware of its non-delegable, legal duty of care and responsibility to provide students with a safe and positive learning environment, where individual differences and diversity within the College is respected and accepted.***

Waverley College has a zero-tolerance policy towards bullying.

Updated January 2024

## What is Bullying?

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and / or social behaviour that tends to cause physical, social and / or psychological harm. It can involve an individual or a group misusing their power, perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can occur in person or online, via various digital platforms and devices and it can be overt (obvious) or covert (hidden). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

### Types of Bullying Behaviour:

There are four broad categories of bullying:

#### 1. Direct (overt) physical bullying, which includes:

- Hitting or otherwise hurting someone;
- Shoving;
- Intimidating another person;
- Obstructing or using one's physical presence, or physical bodily acts, to hurt or intimidate someone or threaten violence; or
- Damaging / stealing another person's belongings.

#### 2. Direct (overt) verbal bullying, which includes:

- Subtle social bullying, that is intentionally hidden and can be almost impossible for people outside the interpersonal interaction to identify;
- Spreading rumours / gossiping;
- Gestural or mimicking;
- Threatening;
- Blackmail;
- Name-calling or insulting someone about an attribute, quality or personal characteristic;
- Playing nasty jokes on another person to embarrass and humiliate them;
- Criticising clothes and personalities; or

- Threatening looks.

3. Social / Emotional bullying, which includes:

- deliberate acts of exclusion ((for example restricting where a person can sit and who they can talk to);
- spreading rumours; or
- sharing information which may have a harmful effect on the other person or the potential to damage a person's social reputation or social acceptance.

4. Cyber bullying, which includes:

- Bullying another person or group online (for example on a social networking platform);
- Sending emails or messages using a phone or computer with the intent to harm the person or group, for example:
  - sending insulting, threatening or hurtful messages, images or videos;
  - sending or posting nasty, embarrassing messages or inappropriate images on social networking sites;
  - sharing someone's personal information or embarrassing information online;
  - sending abusive texts and emails;
  - creating hate sites or starting social exclusion campaigns on social networking sites;
  - sharing unflattering or private images, including sexual or naked images;
  - using inappropriate or derogatory image tagging or captions;
  - assuming the identity of the other person online and representing them in a negative manner, or manner that may damage their relationship with others; and
  - creating fake accounts or 'avatars' to trick someone or humiliate them.

Cyberbullying can occur on internet services, social media and electronic services that enable communication including, but not limited to, instant messaging, chat services, email communications, online games, SMS and MMS. It can be verbal or written and can include images, videos and/or audio.

These behaviours can also be an indicator of child abuse and other harm.

In certain circumstances bullying (including cyber bullying) may constitute a crime under New South Wales and / or Commonwealth law if it involves intimidation, stalking, physical violence, threats of violence or damaging property. For more information on bullying please visit: <https://bullyingnoway.gov.au/>

It is our policy that:

- bullying be managed through a 'whole-of-College community' approach involving students, staff and parents/guardian.
- bullying prevention strategies are implemented within the College on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, students and parents/guardians to recognise bullying and respond appropriately.
- bullying response strategies are tailored to the circumstances of each incident.
- we establish procedures for reporting and responding to child safety concerns, including when the behaviour may be an indicator of child abuse and other harm.
- staff establish positive role models emphasising our no-bullying culture.
- bullying prevention and intervention strategies are reviewed on an annual basis against best practice.

### ***What isn't bullying?***

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation.
- One-Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting or swearing do not normally constitute bullying.

### ***Signs of Bullying or Cyberbullying***

Major behavioural changes in a student may be indicative of bullying behaviour. These behavioural changes may include:

- crying at night and having nightmares;
- refusing to talk when asked "What's wrong?";
- having unexplained bruises, cuts or scratches;
- an unwillingness or refusal to go to school, a school organised activity or reluctance to attend other social events;
- feeling ill in the mornings;

- a decline in quality of school work;
- becoming withdrawn and lacking confidence;
- appearing lonely or distressed;
- beginning to display bullying behaviour towards siblings;
- unexpected changes in friendship groups; or
- acting unreasonably.

Students may also not disclose cyberbullying to adults through fear that the adults may overreact and make the situation worse. Signs of cyberbullying to watch out for may include one or more of the behavioural changes outlined above, and/or other signs, including a student:

- being upset after using the internet or their mobile phone;
- being hesitant to go online, avoiding their phone or seeming nervous when an instant message, text message or email appears;
- spending unusually long hours online or on their mobile phone; or
- becoming secretive about their online activities and mobile phone use.

Parents/guardians are encouraged to recognise signs of bullying and notify the **College** through a trusted staff member immediately (such as a class teacher), if they suspect that their child is being bullied.

These behaviours can also be an indicator of child abuse and other harm.

### ***Bullying Prevention Strategies***

Waverley College recognises that the implementation of whole-College prevention strategies is the most effective way of eliminating, or at least minimising incidents of bullying within our community.

The following initiatives form part of our overall bullying prevention strategy and our strategy to create a 'no-bullying' culture within the College:

- A structured curriculum and peer group support system, that provides age-appropriate information and social and emotional competencies relating to bullying (including cyberbullying) and bullying prevention, to students over the course of the academic year.
- Education, training and professional development of staff in bullying prevention and response strategies.
- Appropriate sharing amongst staff of information about cyberbullying incidents.
- Regular provision of information to parents/guardians, to raise awareness of bullying as a College community issue to equip them to recognise signs of bullying, as well as

to provide them with clear paths for raising any concerns they may have relating to bullying directly with the College.

- Promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/guardians.
- Promotion of responsible bystander behaviour amongst students, staff and parents/guardians.
- Reporting of incidents of alleged bullying by students, bystanders, parents/guardians and staff are encouraged, and made easy through the establishment of multiple reporting channels (as specified below).
- Students are supported by their teachers, Wellbeing staff and the College leadership when they report a bullying incident and during the processes that follow the submission of the report.
- Regular risk assessments of bullying within the College are undertaken by surveying students to identify bullying issues that may ordinarily go unnoticed by staff.
- Records of reported bullying incidents are maintained and analysed, in order to identify students who persistently intimidate or bully and/or students who are persistently bullied and to implement targeted prevention strategies where appropriate.
- Statements supporting bullying prevention are included in student communications.
- Education of staff, students and parents/guardians on health conditions to promote understanding and to reduce stigma and fear.
- Promotion of student awareness and a 'no-bullying' environment by participating in events such as the National Day of Action Against Bullying and Violence.

### ***Reporting Bullying***

Students and their parents/guardians are sometimes reluctant to pursue bullying incidents, for fear that it will only make matters worse.

A key part of the College's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing support and assurance to students who experience bullying (and parents/guardians) that:

- bullying is not tolerated within the College
- their concerns will be taken seriously
- the College has a clear process for managing bullying incidents.

### **REPORTING BULLYING INCIDENTS TO THE COLLEGE**

Bullying incidents can be reported to the College verbally (or in writing) through any of the following avenues:

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- informing the Wellbeing Mentor
- informing a trusted teacher;
- informing the school Psychologist;
- informing a student's Head of House; or
- informing the Deputy Principal or the Principal.

## **COMPLAINTS TO THE ESAFETY COMMISSIONER ABOUT CYBERBULLYING MATERIAL TARGETED AT A CHILD**

### Making a Complaint

Where Cyberbullying Material is targeted at a child under the age of 18 years, a complaint can be made to:

- the provider of a social media service, relevant electronic service, designated internet service (as defined in the Online Safety Act 2021 (Cth)) -see The **eSafety Guide** for information about providers.
- the eSafety Commissioner under section 30 of the Online Safety Act 2021 (Cth).

Complaints to the eSafety Commissioner can be made through the **online portal** by the child, their parent or guardian, or an adult authorised by the child to make the complaint. The eSafety Commissioner has the power to investigate the complaint and to issue a removal notice.

For the eSafety Commissioner to investigate cyberbullying, the harmful content must have first been reported to the service or platform used to send, post or share it – at least 48 hours before it is reported to eSafety.

### Cyberbullying Material

Cyberbullying material that is provided on a social media service, relevant electronic service, designated internet service (as defined in the Online Safety Act 2021 (Cth)) that an ordinary person reasonable person would conclude is likely to:

- be intended to have an effect on a particular child; and
- have the direct or indirect effect on the child as seriously threatening, seriously intimidating, seriously harassing or seriously humiliating the child,

can be the subject of complaint to the eSafety Commissioner under section 30 of the Online Safety Act.

## ***Responding To Bullying***

Bullying behaviours vary enormously in their extent and intent and, as such each incident needs to be dealt with on a case by case basis, when determining what disciplinary action is appropriate.

In all circumstances the College:

- takes bullying allegations and incidents seriously.
- takes seriously and monitors single incidents of conflict or fights between students, that do not ordinarily amount to bullying, for signs of ongoing behaviour, which may be an indicator of bullying.
- provides assurance to the student being bullied that they are not at fault and their confidentiality will be respected as far as is reasonably possible.
- ensures that teachers, pastoral care and College leadership staff support the student being bullied through the reporting process and the corresponding investigation and resolution processes.
- involves the College Psychologist who has specialist skills in helping both students who have been bullied and students who are bullying others.
- engages the SRC, or similar, to instigate anti-bullying initiatives.
- ensures that student leaders support the College's anti-bullying policy and promote anti-bullying behaviours.
- takes time to properly investigate the facts including discussing the incident with the student being bullied, the student who was bullying and any bystanders.
- keeps parents and guardians of both the student who was bullied and the student who did the bullying, informed of the situation as and when appropriate to do so.
- takes time to understand any concerns of individuals involved.
- maintains records of reported bullying incidents.
- will escalate its response when dealing with students who persistently bully and/or for severe incidents, even if these are not necessarily repetitive.
- considers whether the behaviour gives rise to concerns that the student exhibiting the behaviour and/or the student subject to the behaviour may be experiencing child abuse or other harm, and, if so, follows the College's procedures for **Responding to and Reporting Child Safety Incidents or Concerns.**

Actions that may be taken when responding to bullying include:

- notification of/consultation with parents/guardians.
- offering counselling to students who persistently bully/students who are persistently bullied.

- implementing effective follow up strategies.
- disciplinary action, at the Deputy Principal or Principal's discretion, including suspension and expulsion of students who persistently bully, or in cases of severe incidents.

### ***Bullying Support Services***

#### Office of the eSafety Commissioner

The **Office of the eSafety Commissioner** provides resources, advice and strategies for parents, schools and children on how to deal with cyberbullying for people under the age of 18.

### **BYSTANDER**

A bystander is someone who sees or knows about maltreatment, harassment, aggression, violence or bullying that is happening to someone else. A bystander may be a good person however makes no attempt to call out the poor behaviour of their peers. Bad things happen because good people let them happen.

### **CCTV**

Waverley College is committed to providing a safe and secure environment for our students, parents/carers, staff and visitors. The College is also responsible for protecting the College's physical facilities.

It is our policy that:

- appropriate CCTV surveillance will be conducted for the purpose of:
  - providing safety and security within the College's premises or while using the College's facilities
  - protecting students and staff
  - preventing vandalism
  - assisting in the identification of criminal and/or anti-social behaviour
- students, parents/carers, staff, contractors and visitors will be given clear notice in relation to the CCTV activities of the College by clearly visible signage.
- access to CCTV footage is strictly limited to authorised personnel as determined by the Director of ICT, Campus & Innovation and any legal requirements
- CCTV records are maintained in accordance with the College's Privacy Program.

### **CHEWING GUM**

Chewing gum is not permitted at the College. It is very hard to remove from surfaces and leaves a mess for someone else to clean up. Students chewing gum on campus will be asked by the Deputy Principal to 'give back' to the College by removing gum from various surfaces on campus.

## **CHILD PROTECTION**

Waverley College meets all legislative requirements for child protection, including: ensuring all staff have a current Working With Children Check (WWCC); providing regular child protection training for staff; responding to any reported child protection matter and, when appropriate, instigating Mandatory Reporting of child protection concerns. If a student has any concerns for his personal safety, he should contact one of the following people immediately: Head of House, Director of Junior School, Deputy Principal or Principal.

## **CHILD SAFETY OFFICERS**

Waverley College places the safety of all students at the forefront of everything that it does. In addition to all staff undergoing child protection training in line with our Code of Conduct, the College has appointed three Child Safety Officers from its leadership team.

The key responsibilities of these staff include:

- Point of contact for receiving child safety concerns
- Championing child safeguarding within the school
- Assisting in coordinating responses to child safety incidents
- Assisting staff in clarifying concerns and managing the next steps
- Notifying the Principal of any reportable conduct to allow a report to the NSW Ombudsman if required.

The Child Safety Officers are:

- Adele Cutbush E: [acutbush@waverley.nsw.edu.au](mailto:acutbush@waverley.nsw.edu.au) P: 9369 0644
- Alexandra McCredie E: [amccredie@waverley.nsw.edu.au](mailto:amccredie@waverley.nsw.edu.au) P: 9369 0769
- Dawn Young E: [dyoung@waverley.nsw.edu.au](mailto:dyoung@waverley.nsw.edu.au) P: 9369 0769
- Gabrielle Smith E: [gsmith@waverley.nsw.edu.au](mailto:gsmith@waverley.nsw.edu.au) P: 9369 0669
- Gabrielle Bransby E: [gbransby@waverley.nsw.edu.au](mailto:gbransby@waverley.nsw.edu.au) P: 9369 0769
- Greg Cameron E: [gcameron@waverley.nsw.edu.au](mailto:gcameron@waverley.nsw.edu.au) P: 9369 0645
- Natasha Zivanovic E: [nzivanovic@waverley.nsw.edu.au](mailto:nzivanovic@waverley.nsw.edu.au) P: 9369 0769
- Stephen O'Donnell E: [sodonnell@waverley.nsw.edu.au](mailto:sodonnell@waverley.nsw.edu.au) P: 9369 0602
- Suzanne Walsh E: [swalsh@waverley.nsw.edu.au](mailto:swalsh@waverley.nsw.edu.au) P: 9369 0680
- Suzi Sucur E: [ssucur@waverley.nsw.edu.au](mailto:ssucur@waverley.nsw.edu.au) P: 9369 0722

## CO-CURRICULAR COMMITMENTS

Waverley College has a tradition of setting goals for its students and helping them to strive for excellence whether it be in the academic or sporting spheres. We encourage students at all levels of ability to fulfil their maximum potential whilst at the College.

Waverley College is a member of the Combined Associated Schools of NSW (CAS) (Senior School) and Independent Primary Schools Association (IPSHA) (Junior School), and this is our primary sporting commitment. Every student is expected to be involved in the College's sporting program, which has been designed to develop sportsmanship and promote camaraderie amongst students within and outside of the College.

All sports involve at least two practice/training sessions per week and a Saturday commitment for the season.

Students are required to participate in their games for Waverley College in good spirit and with good sportsmanship. The proper formalities and courtesies, in particular respecting the umpire's decision and giving congratulations and thanks at the end of the game, are to be regarded as very important.

Spectators (students, parents and caregivers) at College events are asked to display appropriate and respectful behaviour at all times during games. Further information in this regard is set out in the Code of Conduct published by the General Committee of the CAS. All students in attendance at a co-curricular event as spectators, must be in full school or sports uniform and are reminded that at all times, they are representatives of the College.

The College reserves the right to address behaviour that offends College community standards or is against the law.

At the point of enrolment, students agree to commitment to Independent Primary School Heads of Australia (IPSHA) and Combined Associated Schools (CAS) and other Co-curricular (e.g. Debating) before any other commitments that they may have outside of the College. Students will participate in / be present (if required), at all usual school activities such as CAS / IPSHA events, Swimming, Athletics, Parent/Teacher/Student evenings and interviews, Concerts etc.

## CO-CURRICULAR EXEMPTIONS

Exemptions from co-curricular events will generally be granted on medical grounds or for a valid reason approved by the Director of Co-Curricular. It is expected that parents/carers will not make arrangements which conflict with Saturday sport (where reasonably possible).

Parents/carers may apply for up to two co-curricular event exemptions each academic year. These must be in writing no later than **two weeks** prior to the date of leave and sent to the Director of Co-Curricular.

## **CO-CURRICULAR (SPORTS) TRIBUNAL**

The Associated Schools of NSW (CAS) of which Waverley College is a member, has a proud history of inter-school competition. Waverley College endorses the guidelines set down by the CAS. Students engaging in unsportsmanlike or inappropriate behaviour whilst taking part in a co-curricular sport or activity, may be called upon to attend a Sports Tribunal.

The Tribunal is generally chaired by the Director of Co-curricular and attended by the Assistant Director of Co-Curricular and the Convenor of that sport.

### **Prior to the Tribunal:**

The Director of Co-Curricular advises the student involved in the alleged incident, that the Tribunal will be convened to investigate the details of the incident.

### **At the Tribunal:**

- the Director of Co-curricular will explain to the student the nature of the report;
- the student is allowed to respond to the report and present their version of the event;
- sometimes questions are asked by the members of the Tribunal to clarify details;
- the student is excused from the room while the Tribunal deliberates;
- the student returns to the Tribunal to hear the outcome;
- a letter is prepared and sent to the parents/carers; and
- the incident along with any outcomes are logged on the student's file.

### **Outcomes:**

Penalties imposed by the Tribunal vary accordingly to:

- the nature of the incident;
- the impact on the College's reputation;
- whether or not the student is a repeat offender;
- the need to ensure that the behaviour is not repeated; and
- that the student involved, learns from their experience.

On occasions, exoneration or a caution may be the outcome of a Tribunal, however, where a student is clearly guilty of an offence, suspension from representing Waverley College for one or more weeks is the normal penalty. In most cases, this also involves the offending student being required to attend sport on the day of suspension in full College uniform, to assist the Head (or Assistant Head) of Co-Curricular with allocated duties.

The details of the incident are then logged on the student's official College file.

## 6Cs - DEEP LEARNING COMPETENCIES

Six global competencies define what it means to be a deep learner. Deep Learning experiences are engaging, relevant, authentic and build the 6Cs:

CHARACTER	Learning to deep learn, armed with the essential character traits of grit, tenacity, perseverance, and resilience; and the ability to make learning an integral part of living.
CITIZENSHIP	Thinking like global citizens, considering global issues based on a deep understanding of diverse values and worldviews, and with a genuine interest and ability to solve ambiguous and complex real-world problems that impact human and environmental sustainability.
COLLABORATION	Work independently and synergistically in teams with strong interpersonal and team related skills including effective management of team dynamics and challenges, making substantive decisions together, and learning from and contributing to the learning of others.
COMMUNICATION	Communicating effectively with a variety of styles, modes, and tools (including digital tools), tailored for a range of audiences.
CREATIVITY	Having an 'entrepreneurial eye' for economic and social opportunities, asking the right inquiry questions to generate novel ideas, and leadership to pursue those ideas and turn them into action.
CRITICAL THINKING	Critically evaluating information and arguments, seeing patterns and connections, constructing meaningful knowledge and applying it in the real world.

## DETENTIONS/ CONSEQUENCES

Students are responsible for their actions and choices. Detentions are a consequence of actions which involve a breach of the College rules. Second and subsequent detentions will be tracked and appear on a student's College record. Detentions are an opportunity to catch up on work or get ahead. Students should own their mistakes, learn and reflect on them and move forward.

**There are five main consequences issues by the College:**

### 1) Individual teacher detention

- issued by a specific teacher and taken by that teacher. It may be part of a recess or lunch time.
- Failure to attend this detention will result in an afternoon or before-school detention being issued.

**2) Thursday morning 7:30am - 8:30am and Tuesday and Friday afternoon 3:30pm - 4:30pm (E02)**

- issued by a Head of House or a Head of Department
- This detention is issued for the following types of behaviour:
  - Not doing homework
  - Not following instructions
  - Lateness to class/ school
  - Poor behaviour
  - Assignment not completed
  - Breach of the IT policy
- Negotiation about the day the detention is served may be possible directly with the Head of House or Head of Department.
- Detentions take priority over all other College activities and commitments.
- Students need to ensure they bring with them written work that they can progress. This may include assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.
- Laptops are not permitted during this detention.
- Failure to turn up for this detention will result in the issuing of an automatic three-hour detention.

**3) Friday Evening Detention 3:30pm - 6:30pm (E02)**

- Issued by the Head of House, Head of Department, Directors, Deputy Principal or Principal.
- This detention is issued for more serious breaches of College policies and procedures such as:
  - Being rude to a staff member/ visitor
  - Poor behaviour on public transport
  - Non-attendance at Co-curricular activity
  - Inappropriate Personal Electronic Device usage
  - Not turning up to Saturday activities
  - Repeated poor application to studies
  - Poor behaviour on transport or when being hosted by another school
- Students need to ensure they bring with them written work that they can progress. This may include assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.



- Laptops may be brought to this detention and used for research purposes only.
- Detentions take priority over all College activities
- Failure to turn up for this detention will result in the issuing of an automatic second Friday evening detention.
- Further escalation due to a student not turning up will involve a meeting with the Deputy Principal-Students and possibly involve an enrolment review.

#### **4) Suspension**

- Issued by the Deputy Principal/ Principal
- This consequence is issued for more serious breaches of College policies and procedures such as:
  - Repeated poor behaviour
  - Vaping
  - Aggressive or threatening behaviour including physical violence. In serious cases, an enrolment review may take place.
  - Receiving too many three-hour detentions in a semester
  - Inappropriate use of technology
  - Serious breach of College policy
  - Bringing disrepute to the College

#### **5) Enrolment Review**

Conducted by the Principal and/ or Deputy Principal, this consequence is issued for breaching an Individual Behaviour Management Plan or serious breach of College policy including:

- Inappropriate use of technology
- Involvement with drugs and alcohol
- Bullying
- Theft
- Damage to property
- Violent behaviour
- Bringing the College's name into disrepute

The College will outline its concerns and the student will have an opportunity to respond and outline why they believe they should continue to be enrolled at Waverley College. The Principal will then take time to reflect on the meeting before making a decision. The outcomes of an enrolment review meeting may include (but are not limited to):

- Termination of enrolment
- A further period of suspension
- An upgraded Individual Behaviour Management Plan.

## **DIARY**

The College Diary should be:

- used to enter home learning every day.
- used to manage calendar commitments and responsibilities.
- used as a resource for students to refer to development expectations.
- Used to track SMART goals each term
- free from graffiti, kept clean and in good repair.

## **DRIVING TO SCHOOL**

Many senior students have their driver's licence and with that independence and privilege comes responsibility. Most young drivers are careful, safety conscious and considerate when driving, however, they are one of the most vulnerable road user groups because of their inexperience, relatively underdeveloped driving skills and a distinct pattern of behaviour relating to youth culture and lifestyle. Research also shows that travelling with teenage passengers constitutes an increased risk for young drivers, particularly males.

Waverley College supports licence holders' rights to drive to and from school. It is the College's expectation that students drive in a lawful manner and be mindful of the local road regulations and parking restrictions around the College.

The College will support the New South Wales Police and Waverley Council in enforcing the road rules. Young males are overrepresented in statistics associated with motor vehicle injuries and fatalities.

Any information supplied to us by a member of the public identifying a Waverley College student not respecting the rights and responsibilities that come with driving a motor vehicle, will be dealt with accordingly by the Head of House or member of the College Leadership Team.

## **DRUGS**

Illegal drug use by students (including the misuse of prescription medication) increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency.

### **Policy**

Waverley College is committed to providing a safe environment for all our students, staff and visitors.

It is our policy that:

Updated January 2024

- the use, possession and supply of illicit drugs and/or drug paraphernalia (such as vapes, pipes or 'bongs') by students is strictly prohibited.
- while on College property, or representing the College in any way, students are not permitted to be under the influence of illicit drugs.
- all students will receive age-appropriate health and drug education to enable and support them to make informed choices, and to minimise the harm associated with drug use.
- referrals to counselling and support groups will be provided to students with drug related problems, where appropriate.
- the Police will be consulted, as required, in relation to all suspected incidents of illicit drug use, possession or supply which occur on College grounds.

### ***Alcohol***

Students are not permitted to possess, consume, buy or sell alcohol at the College or at any College-related activity. Parents/carers should not run or support parties where alcohol is served to minors: doing so risks 'secondary supply of alcohol' prosecution, which carries a \$11,000 fine or 12 months' imprisonment (or both).

### ***Inhalers***

Students who use inhalers are required to carry them at all times. Additional inhalers, e.g. Ventolin, are kept in the Health Centre for emergency use.

### ***Performance-Enhancing Drugs***

Waverley College prohibits performance-enhancing drugs both on the sporting field and for study purposes. ASADA (Australian Sports Anti-Doping Authority) clearly identifies a variety of banned substances. These are clearly available on their website [www.asada.gov.au](http://www.asada.gov.au) Any student found to be using or supplying any substance on ASADA's prohibited list will face exclusion, and be referred to the NSW Police. Students should be aware that improved performance on and off the sporting field can be safely and legally achieved via correct training methods / study, balanced diet, adequate sleep and optimal hydration.

### ***Tobacco / Smoking***

Waverley College is a 'smoke free zone'. It is illegal to smoke on or within eight metres of any school campus. Smoking is prohibited by students at all times including their journey to and from school, and at all school-organised activities (day, evening or holiday times).

### ***Register of Medical Conditions***

Parents/carers must notify the College in writing of all medical conditions, which are then placed in the school medical file. Only staff members have access to these files. Medical

conditions affecting participation in PDHPE or other practical classes, require a copy of the original letter sent to the Head of the Department concerned.

Parents / carers are required to immediately notify the College of any change in a student's medical condition and / or the administration of medication.

### ***Prescription or Illegal Drugs***

Any prescription medications that must be taken at school should be registered with the College. Students are not permitted to self-administer prescription medication, with the exception of asthma puffers and EpiPens. Any other medications will be held by the Health Centre and dispensed under supervision. Students who are asthmatic should lodge an Asthma Action Plan with the College. Parents/carers should also advise the College of any side effects of prescription medications.

If a prescription or illegal substance is suspected to be, or is, in the possession of a student, the Principal or the Deputy Principal must be notified immediately.

Appropriate action will then be taken:

- Where substances, suspected of being illegal drugs are found in the possession of students, the College has to follow mandatory reporting to Police requirements.
- In general, students apprehended with illegal drugs or alcohol will be suspended immediately. An investigation will follow, with an enrolment review.
- Parents/carers will be immediately informed of any incident in which their son has been investigated for alcohol or illegal drug involvement.

### ***Search Policy***

Where there are reasonable grounds to suspect that a student is in possession of prescription or illegal drugs, alcohol, tobacco, vapes or goods suspected of being stolen or dangerous, the Principal or Deputy Principal may conduct, or authorise the conduct of a search of a student, a student's locker and personal effects (including personal belongings and clothing found on school property), and seize any prohibited items.

This applies to all students on college property, as well as during out-of-classroom programs, activities and facilities approved of, or under the jurisdiction of the College.

### ***Drug Testing at Waverley College***

Instances where students use illicit drugs, such as marijuana, outside of school hours and seemingly on a regular or semi-regular basis, are of serious concern to the College. Over a period of time, the effects on students, their behaviour and attitude to school becomes apparent, often with the student creating a danger to themselves and others around them. Where the College has reasonable grounds to suspect that a student is using an illicit drug, such as marijuana, the College will seek cooperation from the parents / carers of the student

for their child to be drug tested by a medical professional on a regular basis. In such circumstances, the College will provide counselling and support services as part of any rehabilitation program. Students unwilling to cooperate with the College will be withdrawn from classes until a satisfactory resolution has been reached.

## **DISCRIMINATION**

There is no place for discrimination, harassment or bullying at Waverley College. The College seeks to provide an inclusive community for students, staff and parents/carers. The College expects students, staff and parents/carers to behave consistently with these values, and to treat others with respect and without bias. Discrimination occurs in the College community when a person is treated less favourably than other students because of their:

- disability;
- race;
- age;
- gender; or
- religion.

This list is not exhaustive.

## **EMAIL ETIQUETTE**

When emailing a staff member, students are required to use appropriate, professional and respectful language conventions and the appropriate salutations.

For example, emails should begin with *"Dear Mr or Ms"* and end with *"Thank you or Kind regards"*.

Students are encouraged to ensure that the tone of their emails are positive and respectful. For example, emails should contain the words *"please"*, *"may I"*, *"thank you"* etc.

Students are encouraged to include a clear, professional subject line which reflects the contents of their email.

Parents/carers are requested to provide an email address to the College upon enrolment and always keep this up to date by informing the College whenever there is a change. Email is used by our teachers and for the College newsletter, alerts and notices.

## **FIRE EVACUATION**

In the event of a fire or smoke, or any instance where evacuation is required, please alert a staff member. If evacuation is required an alert is played over the College PA system.

Students and staff should then calmly evacuate buildings and move to the tennis courts at the eastern end of the Senior Campus.

In the event that the eastern tennis courts are unavailable, the alternative evacuation point is Waverley Park.

When evacuating each building:

- Move quickly and quietly under the directions of teachers and/or fire wardens.
- Senior School - move directly to the perimeter of the campus using either Birrell Street or Salisbury Street to reach the tennis courts.
- Junior School - move via Henrietta Street to the eastern tennis courts.
- Once at the eastern tennis courts, find your House area as indicated by the signage and line up in your Wellbeing Group.
- Line up alphabetically.
- Once your name has been called, sit down or crouch down if the ground is wet.
- In the event of partial evacuation, students move to the eastern tennis courts and sit with their class teacher.

## **GENDER DIVERSITY**

Guided by the Inclusive Community Touchstone (EREA Charter 2017), we value and support students and family members in our community who identify as LGBTQIA+.

We work closely to ensure classrooms, playground space and co-curricular teams are safe environments where homophobia and transphobia are not tolerated in any form: words or actions that are disrespectful or involve bullying based on sexual orientation or gender identity are not tolerated; diverse ways of expressing identity are celebrated.

Confidentiality and appropriate boundaries form the basis of affirming, respectful and empathic communication between students and staff.

Waverley College prides itself on creating an affirming community in which all students and staff are comfortable in being 100% of themselves at school.

## **GOAL SETTING**

Setting individual learning goals is an important part of successful learning. The most effective learning goals are action based, rather than a desired result.

Action based goals can relate to required knowledge or skills for a specific learning area; for example, spending a set amount of time daily to memorise new grammar or using a wider variety of research sources for an assignment. Discussing possible action goals with your Wellbeing Mentor will help you identify those which will best support your learning for the Term.

Updated January 2024

Keep your action-based learning goals SMART:

**Specific**, action based learning goals rather than results based

**Measurable**

**Achievable**

**Realistic**

**Timely**

## **GYMNASIUM**

Please adhere to the following rules regarding use of the Br J P Lacey Gymnasium:

- No food or drink
- Sports shoes must be worn whilst playing games
- Students are not to walk through the gymnasium on any level when a presentation is in progress.

## **HAIRCUTS**

- Hair should be neatly cut, tidy and maintained at all times.
- Shorter hair at the back and sides must be blended gradually into the longer hair on top.
- The fringe must be cut to a length above the eyebrows, not kept longer and simply brushed to the side.
- Hair must be cut and worn so that the ears are completely exposed. Sweeping longer hair behind the ears is not permitted.
- Long hair is not permitted, unless otherwise approved by the College Principal or Deputy Principal.
- Hair is not to be cut any shorter than a number two blade, unless approved by the College Principal.
- Undercut styles, dramatic layering, tracks, mohawks, mullets, overuse of product, tinting, colouring, dreadlocks, strands of hair, or lines are not acceptable.

The Principal or Deputy Principal of the College (at their discretion) may make an exception for a student from complying with the haircut policy. Such grounds for exception may be due to the student's health, religious beliefs, cultural grounds or gender identity. Parents/ caregivers of the student who are seeking an exception, are required to make an application in writing to the College Principal or Deputy Principal.

Students who fail to meet the above standards, may be subject to a range of disciplinary consequences, including but not limited to being removed from class or being sent home, to return to the College once the breach has been addressed.

Updated January 2024

## **HANDS OFF POLICY**

The College adheres to a strict 'hands off' policy. Play fighting and rough play are unsafe and inappropriate.

## **HARASSMENT**

Harassment is any type of behaviour that is:

- unwelcomed;
- targets a person because of their disability, race, age or gender; and
- would offend or intimidate a reasonable person.

Harassment usually consists of a pattern of unwelcome behaviour. However, it can also consist of one act where the act is of a serious nature. Some forms of harassment are also criminal offences.

## **HEALTH CENTRE**

If a Senior School student is feeling unwell during school time, they must have their diary signed by their current teacher, and report to the Health Centre to be assessed. Students may not self-admit to the Health Centre. Students who require medication for short-term conditions are required to take the pharmacy-labelled medication to the Health Centre with a covering letter. The Health Centre will then administer the medication as prescribed.

Junior School students who are unwell should inform a teacher and report to Reception.

## **HOMOPHOBIA**

Homophobia encompasses a range of negative feelings towards a member of the LGBTQIA+ community. It is defined as contempt, prejudice, aversion, hatred or antipathy. Homophobia is often based around ignorance or an irrational fear. Waverley College is a safe and inclusive community. We want everyone in our community to feel safe and respected. All cases of homophobic bullying will be managed in accordance with our Bullying Policy.

## **IDENTIFICATION (STUDENT) CARDS**

The smooth and efficient day-to-day running of the College relies on each student carrying their assigned student card. Areas on campus that require a student to have their card include:

- Canteen
- Wellbeing Centre (late arrivals and early leavers)
- Health Centre
- Library



- Music lessons
- Identification when in public

All students are issued a complimentary student ID card. Students who choose not to carry their student cards affect the smooth running of the College.

If you require a replacement card, both the Wellbeing Centre and the Library can issue a new card for a fee of \$10 (cash). Students who present without a card, will be issued with a one-hour detention.

## **JEWELLERY**

- A simple chain and cross is permitted to be worn at the student's own risk.
- No other jewellery is permitted to be worn at the College or at College events / activities, unless otherwise approved by the Deputy Principal or Principal.
- An R U OK? wrist band or the equivalent is permitted, so long as it is kept clean.

## **LITTER**

We are all responsible for keeping the College clean and ensuring rubbish and plastics do not get washed into our nearby ocean. Please put all litter in the bins provided. Do not drop it along corridors or in stairwells.

Students found to be littering may be subject to disciplinary action, including lunch time or after school detention.

## **LANGUAGE**

All members of the College community are expected to speak to one another with an appropriate level of respect and forethought (ie. address staff correctly and think before speaking). Swearing, racism, sexism and any other forms of derogatory commentary, detracts from the standing of the whole College community and will not be tolerated, whether in the school grounds, on sporting fields, or during school activities in the wider community.

Students are also reminded that this rule extends to outside of school hours and outside of the school gates. For example, students are required to maintain a positive image and reputation for the College at all times when wearing school uniform.

## **LATENESS**

## **Senior School**

**To Class:** Provide a note of explanation to the classroom teacher. Students who do not have a valid reason are recorded as "*Late to Class - Unexplained*" on TASS Teacher Kiosk. Students who receive four late notes in a Term, receive a three-hour detention.

**To School:** Report to the Wellbeing Centre if arriving late to school to obtain a late slip. Any late arrivals to school need to be verified by a note, phone call or email from a parent/carer. After four instances of being late to College with no reason in a Term, a three-hour detention will be issued.

## **Junior School**

Junior School students who are late should report to the Junior School Reception with their parents/carers or with a note from their parents/carers.

## **LEAVE**

Parents requesting permission for extended holiday periods or absence due to extracurricular activities, must seek permission from their son's Head of House in writing at least two weeks in advance. Permission is not automatically granted. For a leave of absence greater than five days, notice in writing must be directed to the Deputy Principal – Students. Once the leave has been approved, the Attendance Administrator will update the student attendance record in TASS to reflect the absence.

**Senior School:** [gsmith@waverley.nsw.edu.au](mailto:gsmith@waverley.nsw.edu.au)

**Junior School:** [gbransby@waverley.nsw.edu.au](mailto:gbransby@waverley.nsw.edu.au)

It is expected that students are present at all compulsory College events including: College Sport, Co-curricular activities, CAS Swimming and CAS Athletics Carnivals. An application for exemption must be made directly to the Director of Co-Curricular with two weeks' notice prior to the date, for any anticipated absences. Medical certificates must be supplied for illness. Unauthorised absences from compulsory events will result in an appropriate sanction.

## **LOCKDOWN**

In some circumstances it is not advisable to evacuate from a building, but rather to stay inside and out of harm's way (e.g. storm, gas leak, terrorist threat, intruder on campus). In these situations lockdown procedures will be enacted. The signal to let staff and students know of a lockdown will be the playing of the National Anthem over the PA.

- If students are in class, remain there with your teacher, get out of sight and lock the door.

- If students are outside class, during a break or between classes, then move into the nearest building and stay out of sight.
- Do not use mobile phones during a lockdown procedure.
- Once the lockdown is over, an 'all clear' will be given by either the Principal, Deputy Principal or member of the College Leadership Team.

## **LOCKERS**

- The College provides every student with a locker assigned in their House area.
- The College provides a padlock for each locker.
- A staff member is available to assist with lockers each day from 8:10am to 8:40am, and from 3:15pm to 3:30pm, at the ground floor stairwell, East Wing.
- Students who lose, misplace or damage their padlock will have the padlock replaced, and costs will be charged to their school account.
- Lockers should be used to secure laptops, mobile phones, smart watches, headphones and any other technology related resource, when not in use.
- Lockers need to be kept clean at all times.
- Students who damage or graffiti lockers, will receive the appropriate consequences.

## **MANDATORY REPORTING**

Child wellbeing and child protection is a collective or shared responsibility between students, their families and the College. All staff have a responsibility to recognise and respond appropriately to safety, welfare or wellbeing concerns for children and young people and inform the Principal or their delegate. It is the responsibility of the College to report suspected risk of significant harm concerns to the appropriate authorities. As such, no staff member can ever offer a student complete confidentiality when discussing their personal safety and welfare.

## **MANNERS**

Courtesy, politeness, etiquette and having good manners all involve treating others with respect, so that they will treat you with respect in return. Good manners help develop empathy and altruism by putting the feelings, needs and priorities of other people at the forefront of our thinking.

## **MAY PROCESSION**

Attendance by students at the Annual May Procession is compulsory. Exemptions are rarely granted for this Waverley College tradition, which is the oldest Marian Procession in Australia and has run for over 100 years.

## **MEDICAL CONDITIONS**

Parents must notify the College in writing if their son has any medical conditions. This must include all relevant supporting medical documents such as a letter from the medical specialist or GP. The medical condition and supporting documents will then be recorded on the student's medical file. These files are confidential and only staff will have access to these files.

Any student who has been diagnosed with Asthma or Anaphylaxis must submit an up to date copy of their respective Action Plan. The Asthma or Anaphylaxis Action Plan will be stored with the Registered Nurse in the Health Centre. The Action Plans will also be recorded in the student's medical file. It is the responsibility of the parent and student to ensure the Asthma or Anaphylaxis Action Plan is updated annually and issued to the Health Centre.

## **MEDICATION PROCEDURE**

From time-to-time it may be necessary for medication to be administered to students during school hours, or while on excursions, in order to keep them safe.

If it is necessary to administer medication to a student, it is our policy that any prescription medication to be taken at the College within school hours, must be communicated with the Head of House and administered by the Registered Nurse. A supporting document from the student's registered medical health professional, specialist or GP must be issued with the medication. The document must contain information in regards to the medication administration, dosage and time to be administered.

Students are not permitted to self-administer any medications on college grounds or at an excursion. However, in some cases, a student's immediate access to medication is important for the effective management of conditions such as asthma and anaphylaxis and in these cases it is appropriate that the student carry the medication on their person. All other medications must be handed to the Registered Nurse with the supporting documentation. They are stored in a locked medication safe and recorded in a medication schedule.

For further information on Waverley College's Medication Policy please refer to the Policies page on the College website.

## **MEDICAL CERTIFICATES**

Students who are absent from compulsory College events will be required to produce a medical certificate to account for their absence. Likewise, students who present at the College Health Centre on a regular or ongoing basis may be asked to produce evidence that they are seeking professional medical intervention to assist with their condition.

## **NEWSLETTER**

The *Nurrunga* newsletter provides highlights of events that have occurred at the College, celebrates achievements and provides information about relevant topics for students and

parents of the College. News of significant achievements of current and past students can be directed to [marketing@waverley.nsw.edu.au](mailto:marketing@waverley.nsw.edu.au)

## **OUT OF BOUNDS**

Students must remain inside the College grounds at all times during the school day. Students leaving the College early to attend appointments must sign out through the Wellbeing Centre (Senior students) or Junior School Reception (Junior Students). Verandas and stairwells are to be used only when accessing lockers or classrooms. Students should avoid loitering or congregating in these spaces.

## **REPORTING INCIDENTS**

You are expected to report any incidents of bullying, harassment, discrimination, injuries, near-misses or acts of violence. Reporting directly contributes to preventing a future incident happening again. The standard you walk past, is the standard you accept. You can report an incident directly or anonymously - speak with your parents, Wellbeing Mentor, teacher, Psychologist, College Nurse, Head of House, College Leadership Team Member, Deputy Principal, Principal or online via <https://tinyurl.com/wavinc>

## **REPUTATION**

The way that students conduct themselves and relate to others reflects upon all members of the College community. This is of particular importance when interacting with members of the public. As such, students' behaviour, courtesy and conduct is to be of the highest standard. Students who are inconsiderate of the rights of others and disregard the reputation of Waverley College will receive consequences.

## **RESPECTFUL RELATIONS**

This primary prevention strategy seeks to prevent domestic and family violence through education. The strategy focuses on preventing violent behaviour by educating and empowering young people to develop skills and knowledge that show them how to behave in positive and respectful ways in intimate relationships.

## **RESPONSIBLE USE OF TECHNOLOGY**

### **Introduction and Definition**

This policy relates to the use of Technology by students at Waverley College. This includes school-owned and issued laptops, iPads, mobile phones, smart watches, headphones and any other technology-related resources.

This policy also extends to the appropriate use of storage locations whether that is physical USB storage or cloud locations.

This Policy also includes the rules around acceptable use of technology (Section 2 below).

Updated January 2024

## Usage of Technology when in School

The College wishes to maintain a balance between utilising technology to assist with learning, whilst being cognisant that students should not be connected to technology at all times. The wellbeing of students will be maintained via educational programs. The following general rules apply to the use of technology when at school.

- Technology should be used for positive purposes: for learning, for legitimate communication or research.
- During class and study time, the Internet may only be accessed through the College network – students may not access the Internet through another account or means.
- Students are expected to comply with the standards and act within the ethical framework of this Catholic College, where respect for individuals, their good name and dignity is paramount.
- In some situations, such as formal Examinations, other specific rules may apply to Technology, such as online NAPLAN etc. These will be outlined clearly at the time and must be adhered to fully.
- Any inappropriate use of the College name or resources in any form is totally unacceptable. This includes, but is not limited to, the posting of inappropriate material or comments on Social Media platforms.
- Technology should not be used to harass or victimise other students or staff, or abuse a person's right to privacy (for example, taking, storing and then using a digital photo/video without a person's permission).
- A staff member who has reasonable grounds to suspect that Technology is being, or has been used inappropriately, can confiscate the device for investigation by a member of the College Leadership Team or i-Assist Team.

## Section 1 - Detailed Information

### Security of Technology

It is the responsibility of students to ensure that technology, either personal items or school-issued items are secured in an appropriate way.

- Students are responsible for the security and condition of any technology issued to them.
- The College takes no responsibility for damage or theft of a student's Technology when brought onto Campus.
- Students should lock any personal Technology in their locker during the course of the school day when not in use.
- Do not leave items of Technology in items of clothing that you are likely to remove – e.g., blazers.
- Do not leave items of Technology in school bags if those bags are unattended.
- Do not bring items of Technology in on special activity days – such as sports days, swimming carnivals, athletics championships, etc. unless pre-approved by an appropriate member of staff.
- Students should not bring laptops that are not part of the College Laptop Program onto College premises. This includes end of lease devices that have been purchased from prior years.

## Use of Technology During School Activities

For certain activities and excursions students may be permitted to take along items of Technology. The following rules apply.

- The teacher or supervisor in charge of any activity such as excursions, camps, retreats etc will advise whether students can bring along items of Technology.
- If Technology is permitted, it remains the responsibility of the student to ensure that it is secured, maintained and used appropriately.

## Rules Specific to School-Issued Laptops

All students are issued a fully-managed laptop for use for Educational purposes only. Waverley College has the ability to remote into laptops without warning to ensure the safe use of these units whilst in school.

- Laptops are not permitted for use in the playground or outdoor spaces between 8:15am - 3:15pm. Students may use their laptop within the Library for College use only (Homework or Assessments).
- Devices are issued for school use only and software is installed and managed centrally by the iAssist Team.
- Games and unlicensed software should not be installed / run on these devices.
- These devices should not be used for hacking, cracking or any other illegal activities.
- Students are responsible for the device that is issued to them, they should ensure that it is kept in working order and report any faults and damage to iAssist as soon as it is discovered.
- There is no charging in school. This means chargers issued at deployment are to remain at home. Laptops should be brought to school fully charged each day.
- Laptops are issued with covers and these should remain on the device.
- Whilst in school students should not tether their laptops to mobile devices.
- Laptops are fully managed and will be shut down in accordance with current policies as follows, students should not attempt to circumnavigate these times.
  - Years 5 and 6 - Shutdown between 9pm - 6am
  - Years 7 to 9 - Shutdown between 10.30pm - 5am
  - Years 10 to 11 - Shutdown between Midnight - 5am
  - Year 12 - No shutdown

## Rules specific to Mobile Phones and Smart Watches

Years 5-6

- Mobile phones and smart watches are not permitted for use on College grounds between 8:15am and 3:00pm. They need to be turned off and handed to the class teacher at the beginning of the day.
- Mobile phones and smart watches are brought to the College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the phone.
- If a parent/carer does need to contact their son, they should do so by calling the front office on 02 9387 5022.

### *Consequences Specific to Mobile Phones and Smart Watches (Years 5 - 6)*

- If a student has a mobile phone or smart watch on school grounds between the hours of 8:15am - 3:00pm, they will receive a one-hour lunchtime detention in the first instance and an afternoon detention in the second instance. In a third instance they will be suspended from school where a meeting with the Director of the Junior School will take place upon their return.

Updated January 2024

## Years 7-12

- Mobile phones are not permitted for use on College grounds between 8:15am and 3:15pm. They need to be turned off and placed in the student's locker within these times.
- Smart Watches are permitted to be worn but should be switched to aeroplane mode and are not to be used for communication purposes.
- Students are NOT permitted to access social media, games, texts, phone calls, cameras or applications.
- Mobile phones are not permitted for use in the playground or outdoor spaces during the above times.
- Mobile phones are brought to the College at the owner's own risk. No liability will be accepted by the College in the event of loss, theft or damage of the phone.
- If a student has exceptional circumstances that require the use of their mobile phone during College hours (such as issues relating to health or family), the Head of House should be informed and requests for exceptions made.
- If a parent/carer does need to contact their son, they should do so by calling the front office on 02 9369 0600.

### **Consequences Specific to Mobile Phones (Years 7 -12)**

- If a student has a mobile phone on school grounds between the hours of 8:15am - 3:15pm, they will receive a one-hour detention in the first instance, and a three-hour detention in the second instance. In a third instance they will be suspended from school where a meeting with the Deputy Principal-Students will take place upon their return.
- If a teacher believes a student has been recording video or taking photos, their phone will be confiscated and given to the Deputy Principal-Students for further investigation.

### **Rules specific to Headphones**

- Headphones are not permitted for use on College grounds between 8:15am and 3:15pm, unless granted explicit permission by a teacher.
- Headphones may be used for teaching and learning purposes at the discretion of the classroom teacher.
- Students in Years 7 to 12 are responsible for providing their own headphones for listening to content on their laptop.
- Headphones will be provided to students in Year 5 and Year 6 as part of their stationery pack. If any subsequent headphones are required as a result of loss or damage, this is the responsibility of the student.

### **Rules Specific to USB Storage Devices**

In the first instance, students should use their school-managed Google Drive when sharing educational related material with their peers (see section below).

- Students are allowed to use USB storage devices for transferring school-related data to and from the College.
- When brought on campus, USB drives are to be free from files that contain inappropriate, offensive or illegally obtained content.
- A staff member may inspect a USB drive at any time if they suspect a breach of this policy. Students found with offensive, inappropriate or non-educational material will be referred to their Head of House.



- If students bring USB storage devices into school they are responsible for securing and managing the device, the school takes no responsibility if the device is lost, stolen or damaged.

### **Rules Specific to Cloud Storage Locations**

- School-managed cloud storage locations include Google Drive and should be used for sharing and storing educational material.
- Students should use Google Drive to back up any critical school files. This will allow iAssist to restore them in the event of an issue with their laptop.
- Cloud storage should not be used to store inappropriate content such as games, images, video etc.
- Sharing of content from Google Drive should only be carried out for school purposes.
- Students will not be able to share content with external, non-Waverley accounts.
- Should there be any suspected breach of the use of Google Drive, iAssist will be able to access and check the content once approved by the Director of ICT.

## **Section 2 - AUP**

### **Acceptable Use of IT (AUP)**

All students at Waverley College have access to the College network. Waverley College embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning.

A breach of the Acceptable Use of IT whilst at Waverley is defined as:

- Posting content to an online platform that is deemed inappropriate or damaging to an individual or Waverley College.
- Accessing, downloading, storing or printing files or messages that are sexually explicit, obscene, or that offend or degrade others.
- Deliberately entering or remaining in websites containing objectionable or offensive material.
- Attempting to disrupt system performance or perform processes that can result in the loss of data or attempt unauthorised entry to College systems.
- Removing, damaging or vandalising any IT equipment or interfering with any cabling connected to devices.
- Attempting to run any programs other than those sanctioned by the school on school-issued devices. These include games, browser plugins or unlicensed software.
- Copying materials in violation of current copyright law or sharing such content with other students.
- Tethering school laptops to alternative mobile devices in an attempt to circumvent the school's filtering policies or using software to mask or operate anonymously on the school network such as VPNs.

### **Consequences for Breaching the AUP**

- Consequences will vary depending on the severity of the breach, they may include:
  - Detention
  - Suspension
  - Expulsion

### **Controls that are in Place to Monitor the Network**

Students should be aware that iAssist maintains a set of tools to help manage the school network and ensure it is being used appropriately by all College users. This means at any time iAssist has the ability to scan and check information being transported across the

network and monitor processes and applications that are being used. If content is deemed inappropriate, iAssist are permitted to block the device and escalate to the Director of ICT.

Controls include:

- All Internet content is monitored and filtered whilst a student is on campus according to a predefined set of rules by the school firewall.
- All emails sent are scanned for content and messages archived.
- Next Generation Antivirus is used to protect users and will actively block unwanted, potentially malicious programs.

This policy will be reviewed in line with current procedures and the College has the right to modify any of these rules according to current circumstances and threats.

## **RESTORATIVE PRACTICE**

From time to time, students make poor decisions whilst at College. At Waverley College, we focus on specific behaviours without blaming. Teachers use relational questions to draw out information about who was affected and how they were affected. Staff seek to move forward by directing questions towards problem solving and action that can be taken to make things right.

Restorative practice involves questioning which is respectful, promotes learning, develops autonomy, and builds resilience, emotional literacy, empathy, self-esteem and self-image. These are key ingredients for enhancing wellbeing.

## **SCHOOLTV**

SchoolTV is an online wellbeing platform featuring psychologist Dr Michael Carr-Gregg. It addresses the modern day realities faced by schools and parents who increasingly need clear, relevant and fact-based information around raising safe, happy and resilient young people.

Whilst there is a great deal of information available, this can often be confusing and overwhelming for those looking for guidance. SchoolTV provides online resources designed to provide credible, sound information and realistic and practical strategies. The link is available on the College website.

## **SEXTING AND EXPLICIT ONLINE CONTENT**

Sexting involves sending provocative or sexual photos, messages or videos. They are generally sent using a mobile phone, but can also include posting this type of material online. Sexting can have serious social and legal consequences. Creating and/or distributing sexual images with minors constitutes the production and/or distribution of child pornography. Likewise, accessing websites with inappropriate content and sharing these with students under the age of 18, may also constitute a criminal offence.

## **SHAVING**

Updated January 2024

Students are required to be clean shaven at all times (no stubble, beards or moustaches are acceptable). Sideburns are not to be exaggerated or long.

## **SKATEBOARDS/ SCOOTERS**

These items are not permitted at the College.

## **SLEEP**

Sleep allows the brain and body to replenish and new information to be stored effectively in long-term memory. A lack of sleep will limit your ability to learn, listen, concentrate and solve problems. The College has adopted appropriate shut down times on laptops to support this.

## **SOCIAL MEDIA**

The College has an expectation that all students feel safe when online. The College will deal with online bullying accordingly. Students should be mindful of their digital footprint when posting things online. At no time should any student contact a staff member in any Social Media forum. Should a student have a need to contact a member of staff, this is to be done via email only and in line with the College's email policy. It is strictly prohibited to post, share or engage with any Social Media content that contains offensive, slanderous or inappropriate content about other students, staff or the College.

## **STEALING**

Stealing is unacceptable and a serious breach of College policy and will be treated as such.

Do not use other people's property without permission. Stealing from a shop or business also brings the College's good name into disrepute, and will be considered a serious breach of College policy.

## **TATTOOS**

- The College strongly encourages that students do not get a tattoo whilst they are at school, as their decision at such a young age lasts a lifetime, and some future employers may have a 'no tattoo' policy.
- The College respects that some cultures have rites of passage that include tattooing.
- The College requires all tattoos to be covered at all times where reasonably possible, unless otherwise agreed to by the College Principal.

## **TOILET**

The College promotes adequate hydration to boost energy and concentration levels. One side effect of this is increased restroom visits. During the day, students have the opportunity to visit the bathroom. On the occasion where a student needs to visit the bathroom during class time, they require a note signed by their class teacher.

## **TRANSPORT**

Please adhere to the following when travelling on public transport:

- Give up seats to adults.
- Treat other travellers and bus and railway employees with respect, and follow their directions.
- Use appropriate language only (no swearing, no inappropriate stories).
- Respect the rules of public transport.
- Respect bus and train property and the property of others, by not damaging it.
- Do not put bags on the seats as this stops other people from using the seats.
- Show constraint, keep the noise level down, and do not move around the bus or train while it is in motion.
- Stand on the footpath away from the kerb while waiting for the bus, or behind the yellow line while waiting for a train. Do not obstruct others who are using the footpath.
- Do not carry bags on your back when entering and exiting the bus or train.
- Keep all parts of your body within the train or bus.
- Respect and abide by any reasonable directions given to you by the driver.
- Do not throw any objects inside the bus/train; eat or drink while on the bus/train, without the permission of the driver.

## **UNIFORM POLICY**

The College expects all students to wear the uniform with pride and spirit. Please adhere to the following requirements:

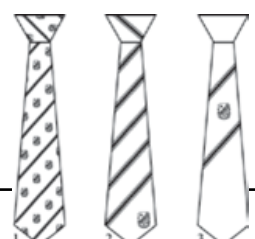
- Students unable to wear the correct school uniform are required to report to their Head of House before school starts, with a letter from their parent/carer.
- If for some serious reason the uniform cannot be worn, then the full College Tracksuit is the only approved alternative.
- Students who have damaged their uniform must have a letter from their parents/carers explaining the circumstance.

- Dry cleaning is to be undertaken during the weekend with spot cleaning arranged at home to maintain cleanliness during weekdays. It is always advisable for students to have a second pair of trousers.
- If the weather is too cold in Terms 1 or 4 for shirts only to be worn, then the College Blazer or pullover can be worn.
- If T-shirts or other undergarments are worn beneath the College shirt, they must not be visible either through or protruding from the uniform.
- Sports windcheaters issued to teams or touring groups are not part of the normal daily uniform. On Saturdays, they are not to be worn with other normal school day items such as school trousers or blazers.

### **Uniform Details**

All uniform items are to be purchased from the Uniform Shop, Level 3, Main Building, Senior School.

For a price list and opening times, please visit the College website  
[www.waverley.nsw.edu.au](http://www.waverley.nsw.edu.au)

Blazer	College blazer needs to be worn during Terms 2 and 3.
Trousers and Shorts	Students can choose to wear either trousers or shorts throughout the year. Navy blue in colour. The trousers are worn above the hips. Leg needs to be properly hemmed to the correct length.
Shirts	Students can choose to wear either the long sleeve or short sleeve shirt throughout the year. They must wear the College white shirt with the logo on the pocket. Shirts are to be tucked into the trousers at all times. The top button of the shirt is done up at all times with the appropriate College tie.
Tie	<p>Three different tie designs indicate progression through stages at the College:</p> <ol style="list-style-type: none"> <li>1. Years 5 &amp; 6</li> <li>2. Years 7 to 10</li> <li>3. Years 11 &amp; 12</li> </ol> 

	The tie is worn done up to the top of the collar.
Belts	Black in colour with a simple design.
Socks	Waverley College socks are the only socks that can be worn with the academic and sport uniform. When wearing the academic shorts, the socks should be worn mid to upper shin. Football socks of any type are not permissible, nor are cut-down sport socks.
Bags	The Waverley College backpack is the only approved school bag for use by students. Waverley College branded sports bags and haversacks may only be used to keep sports gear separate. Tour bags and non-Waverley bags are prohibited.
Shoes	Standard black leather lace-up shoes are the only acceptable footwear except during sport. No suede or branded shoes ie: nike, new balance, asic etc. Shoes must be of a leather type that can be polished to a shine. Shoes with coloured stitching or other embellishments such as buckles are not acceptable. Boots of any type are not permissible.
PE	<p>The compulsory core sports uniform includes:</p> <ul style="list-style-type: none"> <li>◆ Soft Shell Sport Jacket</li> <li>◆ Polo Top</li> <li>◆ Sport Shorts</li> <li>◆ Sport Track Pants</li> <li>◆ Cap or Bucket Hat</li> <li>◆ College Sports Socks</li> <li>◆ Sports Bag</li> </ul> <p>On-field sporting garments will be required throughout the year, depending on sport selection.</p>
Optional Knitwear	Students can purchase optional items from the uniform shop including a jumper, vest and cardigan.
Optional Rain Jacket	Students can wear the wet weather jacket throughout the year on campus and at sport. This must be worn over the blazer when travelling to and from College in Terms 2 and 3.

Formal Occasions	All students must wear long pants, blazers and ties for any special College occasions.

## UPSTANDER

An upstander is someone who sees or knows about maltreatment, harassment, aggression, violence or bullying that is happening to someone else. Supportive bystander behaviours are actions and/or words that are intended to support someone who is being attacked, abused or bullied. The actions of a supportive bystander can stop or diminish a specific bullying incident or help another student to recover from it.

## VALUABLES

Students should not bring valuables to the College such as game consoles, iPads, iPods, cameras, portable speakers and large sums of cash. Please leave any necessary items with your Head of House.

## VANDALISM

Vandalism of the College's property or anyone else's property is not acceptable, and will be seen as a serious breach of College policy. Any damage caused by a student will be required to be paid for in full.

## VIDEO TAPING

Students are not allowed to record (video or photograph) staff or fellow students without the person's direct permission. This would be considered a serious invasion of a person's privacy and rights, and can lead to enrolment being terminated.

## VIOLENCE

**The College has a zero-tolerance policy against violence** and aims to address any issues of violence through non-violent resolution strategies.

## WAVERLEY APP

All parents and students are strongly encouraged to download the Waverley College app to receive instant notices and alerts from the school on their iOS and Android devices.

## **WEAPONS**

**Under no circumstances are** students permitted to bring any weapons (including replica weapons) to the College or any College event or activities.