

SCHOOL HANDBOOK

Primary Campus 2018



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Note: Avondale School Administration can make changes to this Handbook at any time.

Historical Setting

Avondale School was founded in 1897 on the Avondale College campus and moved to its present position at the end of Avondale Road in 1980. The School is governed by a School Advisory Council and is a member of the System of Schools of the Seventh-day Adventist Church in Australia. Avondale School offers coeducational studies K - 12 for Seventh-day Adventist students and other members of the community who wish to take advantage of the tradition of learning within a Christian environment. An Early Learning Centre was opened in 2003 and provides excellent facilities for preschool children

Mission Statement

Avondale School provides students with the *opportunity* to know *Christ*, to develop their full potential and cultivate a love of *learning. We learn. We value. We serve.*

Vision Statement

Knowing Christ

To nurture each other's relationship with Christ, to encourage spiritual development and welfare, and to express our Christian values in selfless service.

Developing Full Potential

To enthuse students through excellent modelling and example, to achieve their best in all endeavours.

To equip students to become responsible global citizens by facilitating and encouraging adaptable and independent thinking, together with the development of appropriate life-skills.

Learning for Life

To engage as staff and students in learning that develops curiosity and creatively uses our differences, the available technology and an open sharing of resources and ideas.

Statement of Philosophy

The educational program offered by the School is based on certain philosophical presuppositions. Firstly, God is recognised as the personal Creator, Sustainer and Redeemer of the earth and the entire universe, and is the source of all life, knowledge, wisdom and truth. Secondly, God cannot be known by unaided human reason, but has revealed Himself, His nature and purposes through divine revelation. Holy Scripture contains a special revelation of the divine will and thus constitutes the guiding principle in the School's educational philosophy.

The Biblical understanding of the origin, nature and destiny of man gives particular shape to the educational program offered by the School. According to Scripture, man was created with the power of choice. It is important, therefore, that young people are made aware of this quality but, more importantly, that they are educated how to exercise wisely the power of choice.

The general purpose of the educational effort of the School then, is to structure an environment to allow all students the opportunity to develop their potential as individuals through:

- the establishment of a meaningful relationship with God that involves love, trust and fellowship;
- self-acceptance and growth in an understanding of oneself;

- acceptance of and a tolerance toward others, involving a willingness to place value on others and a desire to serve one's fellows;
- the acquirement of the ability to profit spiritually, intellectually, aesthetically and practically from the natural world while acknowledging a responsibility for the stewardship and protection of its resources and beauties;
- experience and appreciation of a variety of art forms and creativity;
- an understanding of good health principles and a desire for a balanced and healthy lifestyle.

Avondale School also recognises that one of the major reasons for existence is to serve the needs of its constituency by providing, within a Christian perspective, a quality academic preparation that will enable its students both to successfully enter the work force and/or to pass the standard Higher School Certificate examination administered by the New South Wales Department of Education through the Board of Studies.

Education, as understood by Avondale School, includes much more than a narrow academic field. Consequently, the prescribed curricula are augmented by other school activities, including co-curricular activities, to provide an integrated educational program. Thus, the School endeavours to operate a balanced program for the optimum development of each student.

Our Objectives

1. **Spiritual** – to foster and promote:
 - Acceptance of Jesus Christ as our personal Saviour.
 - A commitment to a lifestyle consistent with Christian values.
 - A desire to serve God and our fellow man.
 - An appreciation of Christian worship and spiritual fellowship.
2. **Academic** – to foster and promote:
 - A recognition of our responsibility to develop our talents as God-given gifts to be used in service for others.
 - A commitment to excellence through diligent effort.
 - An appreciation of knowledge and faith in harmony with revelation through God's Word.
 - The development of powers of discrimination to select the best and shun the spurious.
 - The ability to think logically and critically.
 - The process of locating, processing and organising information.
 - The skills associated with problem solving.
3. **Social** – to foster and promote:
 - A healthy self-respect based on a knowledge of self-worth in a Christian context.
 - The development of self-control and self-discipline.
 - Tolerance of others and a concern for their welfare.
 - Acceptance of responsibility for one's own actions.
 - Habits of courtesy, decorum and graciousness.
4. **Physical** – to foster and promote:
 - A recognition that we have a sacred responsibility to care for our physical and mental health.
 - The development of physical capacity by a temperate lifestyle and an abstinence from those habits harmful to health.
 - An awareness of the positive benefits of a healthy diet, exercise, rest, leisure, recreation and dress in harmony with the standards of the Seventh-day Adventist Church.
5. **Vocational** – to foster and promote:
 - A commitment to service for humanity as the most fulfilling of life's expectations.
 - The development of skills that can be used to spread the Gospel of Christ and His soon coming.

- The dignity of labour and a sense of pride in a job well done.
- The development of skills preparatory to earning a livelihood.
- The knowledge and skills required to make intelligent vocational choices.

Message to Students

As a student at Avondale School you are expected to:

1. Take time to personally know and acknowledge Christ in all activities.
2. Act in a responsible manner at all times.
3. Be polite and respectful when you speak to others.
4. Cooperate willingly with everyone at all times.
5. Make your school a happy place by avoiding fights, bad language and acts of vandalism.
6. Do your best to be successful at your school work.
7. Be on your best behaviour in public, travelling to and from school, on excursions and at sport events.
8. Accept correction without argument when you have misbehaved.
9. Be at school during normal school hours, attend all your classes and be on time.
10. Listen to or read carefully all messages.
11. Bring all necessary materials to class and complete set work on time.
12. Wear your school uniform in a representative manner.

Message to Parents and Caregivers

Parents and guardians should encourage students to uphold School standards at all times. The School's educational program gives primary emphasis to the development of Christian values in the lives of students.

Every effort is made to work closely with parents for the success of each student's program. Occasionally, questions or problems arise between the student and the School. In some instances, the School is unaware that a problem may exist. If such reports are brought home, please phone or visit the School so that a cooperative effort may be made to resolve the problem.

Parents or guardians are encouraged to attend all school/parent functions with their children, thereby helping to develop a close bond between the home and school.

The Pastoral Care team includes a full-time School Chaplain on the staff. While it is the Chaplain's role to cater for the needs of the student body, parents are invited to communicate with the Chaplain on any matters pertaining to spiritual, personal or family matters requiring support. The School values a close working relationship with parents for the benefit of the students' personal and spiritual growth.

Parental Code of Conduct - *Independent Schools in NSW*

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with the School, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

Role Of The School Generally

The School is responsible for establishing and administering the policies, procedures and rules which govern the

day to day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions.

Discipline

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment it will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters which may result in suspension or expulsion the School will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be the School's.

Interaction With Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the School Office.

Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents also can make an appointment to see the Principal about any particular concerns they may have relating to their son or daughter.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However when doing so they should observe the general rules of conduct set out in this Code.

The School has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated.

Complaints

If a parent has a complaint about an issue, this should be directed to the Principal, Head of School or to the teacher responsible for the particular area of activity.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Interactions Generally

Communications whether verbal or in writing with other members of the school community whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Social media should not be used to criticise or denigrate others in the school community.

Sport

Parents are welcome to attend sporting events, but should exercise restraint when supporting school teams. In particular, this should not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player, or any School representatives.

The Sport coaches at the School pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their daughter to be picked for a particular team.

Separated Parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

Failure To Observe This Code

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student.

Avondale Parents and Friends

The Avondale Parents and Friends is a parent body that operates under the auspices of the School Council. The Association's main aim is to strengthen the relationship between the home and the school. Parents and Friends' Meetings are held regularly. Dates will be posted at the beginning of the year and reminders of meetings will be listed in the Newsletter. Parents/guardians are encouraged to become involved.

Enrolment

Rationale

Avondale School is a Christian School and a member of the Seventh-day Adventist Schools (NNSW) Ltd. Enrolment at Avondale School is non discriminatory, however all students are expected to live in harmony with the School's standards and regulations, show respect for the Word of God and practise the Christian Code of Conduct that includes attending the regular Seventh-day Adventist School's Christian Encounter classes and activities of the School. Every effort is made to provide opportunity for all genders to participate in all school activities and as far as possible the School attempts to accommodate special needs students.

As a Seventh-day Adventist facility, it is intended that the School should function to supplement the work of the Christian home. Thus, all students are expected to participate in all spiritual, academic and recreational activities of the School and pledge in writing that they will cooperate in all the activities of the School and help to maintain its standards as a Christian institution by their behaviour at all times.

New Applicants

Application forms are obtainable from the School or website. Information packs are available on request. These may include:

- the provision of application forms
- information about fees
- information about transport options
- information about the school uniform prices

The application form is to be completed and returned, together with copies of the latest school reports from the last school attended and National Numeracy and Literacy tests (NAPLAN) where applicable. The Registrar will arrange for an interview with the Principal and for the student to be assessed academically, then the application will be reviewed by the Enrolment Committee. The application will be approved or rejected by the Enrolment Committee and the Registrar will let the family know in a timely manner of the outcome. The list of accepted applicants will be presented to School Council at their next meeting.

We do not take overseas students at Avondale School.

From January 2018, there will be a \$100 application fee for each student enrolled – payable when the completed application form is returned. Once acceptance has been confirmed, payment of the Enrolment Bond is required to hold the student's position.

Enrolment Procedure

1. Application forms received should include all supporting documentation:
 - Birth Certificate.
 - Previous school reports and NAPLAN results.
 - Immunisation Certificate / Conscientious Objector Certificate.
 - Legal documents relating to special family circumstances eg. AVO, access.
 - Welfare issues.
 - Special needs documentation must be handed in with application.
2. Background checks on behaviour will be done by the Assistant Head of Secondary and Head of Primary with the applicant's previous school. Fee paying history will be checked by the Business Manager if applicable.
3. Assessment will be organised by the Registrar. This is a written assessment for K-6 applicants and an online OPI Maths/English data test for secondary students.
4. Interview with the Principal which includes:
 - values, Christian commitment, finances
 - commitment to goals and ethos of the School
 - transport, school uniform
 - tour of school if they haven't already done so.
5. Application is reviewed by the Enrolment Committee and a recommendation is made.
6. The application is confirmed in writing by the Principal. The Registrar also informs the applicant of the outcome by phone.
7. The Enrolment Bond is payable once confirmation is confirmed.
8. The Enrolment is confirmed by School Council.

Children entering Kindy must turn 5 years of age before April 30. Children who turn 5 after April 30, but before July 30, may be assessed and considered for enrolment at the discretion of the Enrolment Committee and confirmed by the Principal.

Student De-Registration

When a parent/caregiver decides to withdraw a student from the School, it is necessary for the parent or guardian to officially notify the Principal, with a copy to Head of Secondary or Head of Primary, in writing of the decision and the expected last day of attendance.

Primary Students

A de-registration form is to be completed for each child who is leaving. Signatures are required by:

1. Class Teacher
2. Librarian
3. Music Teacher
4. Business Manager.

It is expected that all Library books be returned before students de-register and any musical instruments, which

may have been borrowed, are similarly returned. If applicable, the Enrolment Bond will then be returned upon application to the Business Manager (Forms are available from the Business Office).

Parents of all students under 17 years of age are required to declare the school to which student is transferring. Home School students are required to provide the Registration Program number before leaving current school.

Student Re-Enrolment Following School Disciplinary Action

If a student has previously been withdrawn or had enrolment terminated by the School, re-entry may be considered by School Administration, providing the following are in place:

- new application to enter;
- positive school report from previous school attended, including positive academic performance, behaviour and attendance;
- letter of recommendation from local pastor or significant community member, including church involvement, attendance, attitude (where applicable) and general behaviour;
- recommendation from previous school's administration will be sought by the Principal.

Legal Constraints

It is essential for the School to have accurate and current information about custody and access rights for relevant students. The School must be informed, in writing, of the existence of any legal constraints, such as a Family Court order, as soon as they become effective. The legal parent/s or guardian/s must be clearly identified as the one/s to whom the School is responsible. This information is strictly confidential and is intended for use to protect the students' and parents' rights.

The Principal of Avondale School maintains a register, in a form approved by the Minister of the enrolments and daily attendance of all children at the school, which includes information for each student as required by Section 3.8 of the BOSTES Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Collection Notice

Avondale School collects personal information, including health information, photos, address and contact details and sensitive information, about students, parents and guardians as an essential part of the student's enrolment at Avondale School. The primary purpose of collecting this information is to satisfy Avondale School's legal obligations and government requirements, and to enable the school to discharge its Duty of Care under the principles of the Privacy Act 2001.

On occasion, information such as academic and sporting achievements, pupil activities and other news and photos of events are published on the school website, in school newsletters, for marketing purposes and in the year end school magazine. An ID photo is included on School Library cards. Parents can request to see the data collected and are requested to inform the school of changes of phone numbers, address, email addresses etc to keep data up to date in case of emergencies.

Requests for a change to information sharing practices should be made in writing and addressed to The Principal, Avondale School.

Multicultural Education Policy

We believe that an essential facet of Christian education deals with relationships with others. Given the multicultural society in which we live, this school fosters empathy between individuals and groups, recognising the common humanity of all. Students from all cultural backgrounds are welcome.

Aims

We aim to:

1. Recognise the multicultural composition of our school, community and nation.
2. Provide programs eg. ESL, to assist ethnic migrants to understand and participate in Australian society.
3. Recognise the contribution of ethnic communities to Australian society.
4. Incorporate multicultural themes across the curriculum.
5. Develop interest in the arts of other cultures and where possible encourage active participation in them.
6. Develop each child's pride in national background (together with common religious heritage) to achieve healthy identity and self-image.
7. Develop attitudes of acceptance of people from different cultures and races, especially those represented in our school.
8. Accept that all people have basic rights in society and that discrimination on the basis of colour and ethnicity is unchristian and unacceptable.
9. Avoid verbalising stereotypical judgements based on ethnic group membership.
10. Develop safety arenas for the 'settling-in' periods as students merge from one cultural setting to another.

Group Interaction Skills

The child will be guided to:

1. Accept students from ethnic backgrounds as group members and be accepted by them.
2. Acquire cultural information from a variety of sources (books, DVD's, internet, artefacts, interviews, discussion).
3. Apply and communicate information via:
 - a) oral discussion
 - b) written summaries, plays, poems
 - c) DVD's, computer, internet
 - d) interviews with people from different ethnic backgrounds
 - e) graphs
 - f) drama, role-plays, music, songs
 - g) artefacts, models, paintings
 - h) cooking
4. Apply concepts and generalisations at an interpersonal level, developing tolerance towards members of cultural and racial groups.
5. Understand that cultures are not static but dynamic, with aspects changing over time.

Financial Information

It is the purpose of the School Council management and the SDA Schools (NNSW) Ltd directors to keep the charges for the school year as low as is consistent with sustainable operation and quality education.

Avondale School is maintained and operated from three main sources of finance:

1. Tuition fees.
2. Commonwealth and State Government grants.
3. Funds raised to meet allocations from each SDA Church within the area served by the School.

All Inclusive Fee

Avondale School issues an annual school fee invoice. This will be sent to you early January with follow-up statements throughout the year. Our Option Sheet will continue to outline the many acceptable payment plans to assist with your family budget.

The table below highlights some of the inclusions.

| | K-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 |
|--|-----|-----|-----|-----|------|-------|
| Tuition | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Stationery | ✓ | ✓ | ✓ | | | |
| Excursions | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Laptop/iPad use & Educational Software | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Elective Subject Choices | | | | | ✓ | ✓ |
| Outdoor Education Camps | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Horizon Magazine | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Locker | | ✓ | ✓ | ✓ | ✓ | ✓ |
| 24 Hour Accident Insurance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Learn to Swim Program | ✓ | ✓ | ✓ | | | |
| Textbooks | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| ICAS Test Fees (for selected students) | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Peer Support Program | | | | ✓ | | ✓ |
| Majority HRIS Sport & Transport Fees | | ✓ | ✓ | ✓ | ✓ | ✓ |

Building & Maintenance Fund

To finance future development of the School's facilities, a levy of \$220 per family per annum is added to the school fees. (Please note that this is not tax deductible.)

Enrolment Bond

Each new student starting at Avondale School is required to pay an Enrolment Bond as follows:

| | |
|--|--------------------------------------|
| 1st student attending Avondale School | \$350 |
| 2nd student attending Avondale School | \$200 |
| 3rd student attending Avondale School | \$150 |
| 4th student attending Avondale School | FREE |
| Subsequent students | (maximum of \$700 per family) |

This bond will be held for the duration of the family's stay at Avondale School and will be refundable in full once deregistration is finalised and all associated fees paid.

If an offer of enrolment at Avondale School is not taken up, an administration fee of \$100 per child is withheld from the Bond.

Prompt Payment Discount

A prompt payment discount of 4% is applied to the fee account if the full term's fees are received by the allocated date. A prompt payment discount of 8% is applied if the full year's fees are received by February 9, 2018. Discount dates for 2018 are as follows:

| | |
|---------------|-------------------------|
| Term 1 | February 9, 2018 |
| Term 2 | May 4, 2018 |

Term 3**August 3, 2018****Term 4****October 19, 2018**

If fees have not been paid in full by these dates, or special arrangements have not been made with the Principal or Business Manager, action may be taken by the School Council that may lead to your child being de-registered.

Late Payments

If payment or a payment arrangement is not received within 21 days of the commencement of each term, a late fee of \$150 will be levied on your account.

Fee Refunds

For students not attending for any length of time, refunding of Tuition Fees will take the following calculations. Non-attendance because of sickness or other reason (more than half of a term) will entitle the student to a refund of tuition fees for the weeks absent. There will be an Administration Fee of 10% / 20% respectively to hold registration position of Tuition Fee withheld.

Optional Charges

Further to our excellent opportunities for quality education, students are invited to participate in a number of optional programs such as the after school Get Active Program. These additional charges are to be paid prior to the program/event.

Mid-term Deregistration

One full term's notice is requested to be given in writing to the appropriate Head of School prior to the withdrawal of a student from the School.

School Excursions

The costs of the excursions are drawn from school budget. There is no direct charge to parents. Excursions do not attract refunds for non-participation.

Cash Payments

It is strongly suggested that no cash be brought to school for the payment of fees etc. If however, this cannot be avoided, it is recommended that the cash be brought to the Business Office as soon as students arrive at school.

The following methods of payment are available to you:

- BPay - fee accounts only
- Credit Card - by mail, telephone or in person
- EFTPOS - during office hours (8.00 am - 4.00 pm)
- Cheque - during office hours (8.00 am - 4.00 pm) or by mail
- Cash - during office hours (8.00 am - 4.00 pm)
- Direct Debit - you authorise us to make deductions from your credit card or bank account.
- Website - access www.avondaleschool.com.au

Family Discounts

Avondale School offers discounts to those families who have more than one child attending our School. The following percentage discount is applied to your fee account (tuition fees only):

| | |
|---|-------------------------------------|
| 1st child | Full fee |
| 2nd child | 35% discount on tuition fees |
| 3rd child | 45% discount on tuition fees |
| 4th child / subsequent child/ren | FREE |

Church Subsidy Discount

Families claiming this subsidy will have membership confirmed by their local Seventh-day Adventist Church as an offset.

Employee Subsidy

If your employer contributes to your school fees, kindly complete information requested on the Fee Information Sheet. Please discuss this with your employer if you are unsure.

Academic Information

The School is a registered Business Managery coeducational school and is operated by the Seventh-day Adventist Church. Emphasis is placed on the development of a Christian character and a life of service in the community. The program of the School is directed towards the harmonious development of the mental, physical, social and spiritual faculties.

Structure of Classes

Classes in the Primary School are triple streamed for all Years. Pupils are placed into classes based on social structures and relationships, behaviour and homogeneous groupings. Placement is the result of the staff, Head of Primary and Primary Administration Committee planning for the new year.

Curriculum

A balance is maintained between educational innovation and effective traditional methods of teaching. Our curriculum includes the six Key Learning Areas (KLAs) from NESA (NSW Education Standards Authority). These areas are: English, Mathematics, Science and Technology, Human Society and Its Environment, Personal Development, Health and Physical Education, and Creative Arts.

Additional learning areas include: Biblical Studies (a subject which promotes Christian values in the lives of children), Outdoor Education, Sports Competitions, STEM and Community Involvement.

Assessment

Assessment is an on-going means of diagnosing academic strengths and weaknesses. Regular checks of a pupil's progress are made and records are kept of work completed and standards reached. An Interim Report is issued to all students after the first six weeks of school. Each half-year a report is compiled, using the accumulated data. To keep the parents in touch with the child's progress, parent interviews are offered twice a year. Parents may also seek appointments with teachers as they feel it is necessary throughout the year.

Special Needs

The School has a Learning Support Department to cater for students with special needs. Assistance is given, when possible, to students from K - 6 who are in need of support.

Information Technology

All students have regular technology classes. By Year 6, students will have received instruction in word processing, database, spreadsheet, graphics, presentation and keyboarding. These skills are a foundation for continuing studies in Secondary School. Students also use iPads in their classrooms. Years 5 and 6 have a one-to-one iPad program. iPads remain at the school at all times.

Sport Program

Swimming tuition will be offered to each K-2 class over a two week period and Years 3-6 will swim once a week during Term 4. For the remainder of the year a variety of sport options are available to students, eg. cricket, soccer, hockey, athletics, netball, archery, basketball and tennis.

Students are selected to compete at the Hunter Region Independent Schools (HRIS) level in athletics, swimming,

cross country, basketball, soccer, netball, tennis and chess. If successful at this level, students are given the opportunity to compete at Combined Independent Schools (CIS), Primary Schools Sports Association (PSSA) and National School Championships.

Children are allocated to one of four sports houses. The houses are named after regional geographical features: Pacific (blue), Watagan (green), Macquarie (yellow) and Hunter (red).

Creative Arts

Students from Years K- 6 are taught basic musical concepts by a music specialist. Music periods are held weekly. Music tutors are also available for individual tuition on a range of instruments such as brass, flute, piano, violin, cello, drum, guitar and voice lessons.

A Primary Choir for students in Years 3 - 6 meets once a week for 45 minutes. Students also have the opportunity to audition for a Bell Ensemble, String Ensemble, Junior Band and Drama Group.

Homework

The Value of Homework

1. Homework encourages students to take responsibility for their learning and helps in the development of independence, time management, organisation and self-discipline.
2. Homework provides parents with the opportunity to become involved with and supportive of their child's education.
3. Homework provides the opportunity for newly acquired skills and knowledge to be reinforced.

Homework Principles

1. Homework should be relevant to the curriculum and be age appropriate.
2. Completion of homework should be monitored and acknowledged by teachers.
3. Assessment tasks should not be given as homework.
4. Good communication between home and school is extremely important to ensure that homework is producing positive outcomes.
5. Homework should be able to be completed by most students without the assistance of parents.
6. Teachers may support parents in developing homework routines and positive homework strategies with their children.

Homework Procedures

Homework may be given from Monday to Thursday. Homework may also be given for a week or fortnight to allow families some flexibility in scheduling homework times.

Homework will mainly consist of reading, spelling and maths. Students may also be required to prepare for speeches and presentations. Homework may also include some life-skill activities.

Please note the following guidelines:

- Infants: Up to 15 minutes per day (4 days per week) – mainly oral.
- Years 3-4: Up to 20 minutes per day (4 days per week)
- Years 5-6: Up to 30 minutes per day (4 days per week)

Prefect System

Prefects are elected by their peers and staff. Students wishing to be selected as Prefects complete an application form and give a speech. The names are then recommended to Administration for confirmation as school leaders. It is usual practice to appoint ten Prefects. The Prefects lead out in Monday Assembly and represent the School on official occasions. The Captains are nominated by the School staff as a recommendation to the Head of Primary.

Student Representative Council

A Student Representative Council meets regularly. Members are the Prefects and School Captains and one representative from each class from Years 5 - 12 as nominated by their class members.

School Excursions

School excursions are organised by teachers as an extension of classroom learning or as a sporting/recreational challenge for students. Excursions also teach students to practise responsibility and independence in and out of the School environment.

Avondale School completes Risk Assessments as an integral part of the event organisation. As required, parents may nominate to support an event or be invited to do so. The number of parents, the skills and experience of parents are considered when finalising event organisation. The appointed parents are included in the Risk Assessments and are responsible for duty of care for students as a group. The teacher and Head of School, and the Principal, as required, negotiate the final decision on the teams of adults.

The costs of the excursions are drawn from School budget. There is no direct charge to parents. Excursions do not attract refunds for non-participation.

Facilities and Services

Arrival at School

Daily supervision of students is from 8.00 am until the last bus leaves each day. All students should be at Assembly or in line at the commencement of the day by 8.55 am. Parents collecting children at the end of the day are asked to wait until children are dismissed from the Assembly area near the Staff Room at 3.15 pm.

Secondary School Office

Students are not to go to the Secondary School Office without a permission slip from the Primary Office.

Uniform Shop

The Uniform Shop hours are from 8.30 am - 4.30 pm on Mondays and Wednesdays during the term or at other times as notified in our School Newsletter. You will find the Uniform Shop at the front of the Multi-Purpose Centre. All students must have a slip from the Office to go to the Uniform Shop.

The School Uniform Shop has stocks of uniform items as outlined in Uniform Code and General Grooming. The range caters for all students from Kindy to Year 12. Each item has a 14 day warranty. If returned within this time, it will be replaced.

Second Hand Uniforms

You can buy and sell second hand uniforms through The Sustainable School Shop at www.sustainableschoolshop.com.au

Telephone Access

In emergencies only, messages may be left at the Office for children. If urgent calls need to be made by the students, they must seek their teacher's assistance to make the call. Students are not permitted to use mobile phones at school.

Canteen

A canteen menu is distributed by email at the commencement of the year listing items available for purchase. The canteen operates each week day. Orders may be made online using Munch Monitor or may be written on a paper bag and the correct money placed inside. Please ensure the child's name and class are clearly marked. Students should take orders to the canteen before school commences each day. A hard copy canteen menu is available on request.

Chaplaincy Team and Pastoral Care

Avondale School employs Chaplains and a Counsellor to assist in the wellbeing of students within the school community. The Chaplains and Counsellor are available by appointment only. Excluding exceptional circumstances,

prior arrangement with teachers will be made to meet these appointments. The Chaplains' appointments can take the form of Bible studies leading toward commitment to Jesus Christ and baptism, as well as mentoring. The Chaplains are available when crises occur for support and encouragement of students and staff. Parents wishing to seek counselling for their child/ren can complete a request form at the Primary Office.

Private Music Tuition

Individual music lessons are conducted by music teachers on the School premises before school, after school and during school hours. Financial arrangements are made directly with the music teachers. Students are permitted only one half hour a week during class time if they choose to have private music lessons. Lesson times must be approved by the class teacher before arrangements are finalised. The parents must accept the responsibility of the lesson time that is lost. Brass, flute, piano, violin, cello, drum, guitar and voice lessons are currently available. Details of music teachers are included in our Newsletter.

General Rules and Procedures

The following are rules and procedures that have been adopted to ensure the smooth operation of the School. These may be added to or changed by the School at any time if deemed appropriate.

Attendance

All students are expected to arrive at school on time and to be on time for all classes and other appointments. If absent or late, the following procedures must be followed:

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| <i>Lateness for School</i> | Where a student is late (after 9.00 am), parents must come into the Office to sign a them in. The student will be issued with a late note for the class teacher. The late arrival is then entered on the database. |
| <i>Absence from School</i> | <p>If a student is absent parents should send a dated note or email to the Office with an adequate explanation. A phone call to the Office is also accepted and recorded as an explained absence.</p> <p>The government requires students to provide a medical certificate if they are absent due to sickness for more than three days consecutively.</p> <p>Parents are required to apply for extended leave from school for their child/ren for the following:</p> <ul style="list-style-type: none">• family holiday during school time that is in excess of 2 days• participation in an elite sporting event (not a school event)• participating in the entertainment industry <p>Extended Leave Forms are available from the School Office. A certificate granting permission from the Principal will then be issued to the parent.</p> |

Absence during the Day

Where a student is absent for part of a day, parents must come into the Office and sign them out or in. A late/leave slip will be issued which needs to be given to the teacher. The time will be entered on the database.

It is a legal requirement of the School to only allow a parent or legal guardian to sign out their child/ children during school hours. Siblings or family friends cannot sign students out without written parent permission! If you wish for someone other than a parent or legal guardian to pick up your child during school hours, a written leave note from the parent/ guardian must be presented to the Office stating who is picking your child up.

Absence from Class

Students found out of class without permission may be disciplined.

Permission to Leave

No student is permitted to leave the School campus during school hours, including lunch, without specific permission from the Principal or the Head of Primary. Requests for leave must come directly from parents/ guardians in written form.

Absence Notes

Notification must include the following:

- full name of the student
- the date of the day/s absent
- an explanation for the absence
- the name of the parent/guardian.

Medical certificates are required for absences longer than three days.

Absence SMS System

An SMS is sent to parent/s mobile phones on a daily basis to those students who are noted as having an unexplained absence on our database for the day.

- This automated SMS process is an extra service we provide to you, as parents. It is a courtesy text and nothing more.
- An SMS only gets sent to you if our records indicate an unexplained full day absence.
- IF you hand in an Extended Leave Form or Absence Note BEFORE the absence or you make a phonecall/ email to school BEFORE 9.30 am on the day, a text will not be sent.
- If you receive an SMS and your child should be at school, please call the school and we will double check the classroom to see if your child is present.
- Please note that we can see your reply texts, but we cannot reply to them. This means it is not a formal communication about the absence (and thus any text you send cannot be counted as an official absence note).
- Please remember it is a courtesy service from us to you.

Animal Welfare

A student wishing to bring an animal to School must make arrangements with the School's Animal Welfare Officer prior to the animal being brought to School.

Travel Bus and Rail

The NSW Government provides subsidised travel for eligible school students on rail, bus, ferry and long distance coaches. A subsidy is also available for transport to and from school in private vehicles in areas where there is no public transport. See Private Vehicle Conveyance.

Travel – Opal Card

All new applications for bus passes and change of address etc need to be completed online at www.transport.nsw.gov.au. Once completed the application will be endorsed online by the school with Transport NSW, who will then send the Opal Card directly to the address provided on the application.

Bus Eligibility

An infant student (K - 2) is eligible regardless of the distance between their home and school. Primary students (Years 3 - 6) have to live more than 1.6 kms (radial distance) from the school, or 2.3 kms or more by the most direct practical walking route to the nearest entry point to the school.

If a student is not an Australian citizen please remember to provide the student's visa category on the bus application form.

Further information on the SSTS (School Student Transport Scheme) can be found at the NSW Transport and Infrastructure website www.transport.nsw.gov.au

The School fully endorses the NSW Transport and Infrastructure's Code of Conduct for school children on buses and trains.

The NSW Transport and Infrastructure requires schools to provide new bus application forms when a student:

- enrolls for the first time
- progresses from Year 2 to Year 3
- progresses from Year 6 to Year 7
- changes name, school and/or address
- applies for an additional travel pass in a joint/dual custody situation.

Bus Routes

For information on routes, times and bus numbers please phone Hunter Valley Buses (Morisset Depot) on 4973 2114 or online.

Different Bus Route

The NSW Transport and Infrastructure states that the School Student Transport Scheme can only be used for travel between home and the school campus at which the student is enrolled.

If you wish your child / children to go somewhere other than to their home after school, parents must provide the following:

- a covering letter to the bus driver stating the destination
- money for the fare / child's Opal Card (green)

Bus drivers are not permitted to take students without these two items.

Lost Opal Card

In the case of a lost or defective Opal Card, parents must apply online for a new one.

Private Vehicle Conveyance

Students who reside more than 1.6 kilometres walking distance to the nearest transport pick up point, may be eligible for a subsidy. PVC forms are available from the Office.

Procedures For Walkers, Cyclists And Those Travelling By Car

Morning Routine

1. Enter the Primary School car park and pull up at the kerb where children may exit the car and enter the School grounds via the path from the car park. Do not leave cars unattended in this area.

OR

2. Park the car in the carpark to the left just before the school gates and walk children to the school grounds.

NB: The bus circle is not for cars.

Children are not permitted to enter the school grounds through the office.

Afternoon Routine

1. Children are dismissed from the classroom at 3.10 pm.
2. Parents waiting for students are asked to wait in either of our shelter sheds. At no time should parents wait immediately outside of the classrooms.
3. When the 3.15 pm bell rings students will be directed to leave the School as follows:
 - a. **Group 1:** Cyclists and Unaccompanied Children who are Walking. A duty teacher will walk all cyclists and walkers who are not accompanied by a parent, from the school along the path to the crossing by the front gate. The teacher will stop all traffic until these students are safely across the road and have exited the school gate. Cyclists will ride only when they have left the school grounds. If you have parked outside the gate, we ask that you turn around and park on the side of the road nearest the caretaker's house facing down Avondale Road. This means that no parents or children will be crossing the road immediately after school.
 - b. **Group 2:** Parents Accompanying Students and Walking to a Parked Car. Parents who are waiting for children may walk with them to their cars.
 - c. **Group 3:** Children Going to the Car Line to be Picked Up. Children who are being picked up by car will be escorted by the duty teacher to the pick up area which is at the back of the Multi Purpose Centre. (Turn left just before the School gates and follow the cars around the buildings and line up adjacent to the MPC.) Students are to be seated while waiting for pick-up. To ensure cars are loaded as quickly as possible please follow these procedures.

*Move as far forward as you can so that three cars can be loaded at a time.

*Do not leave your car unattended when in the pick-up line.

*If your child is not waiting, drive around and rejoin the queue.

THANK YOU FOR ASSISTING US TO KEEP YOUR CHILDREN SAFE

Bicycles and Scooters

Students riding bicycles or scooters to School are not permitted to ride them around the School campus. When not in use, all bicycles and scooters must be placed in the racks provided. Bike and scooter riders must wear an approved safety helmet and follow all road rules.

Classroom Procedures

All students are expected to behave in the classroom in a manner that will contribute to its successful operation. Students are to arrive at class on time. They will not enter the room unless a teacher is present. They will refrain from using classroom equipment unless directed to by teachers. This includes opening and closing windows and turning air conditioners or fans on or off.

Playground Procedures

To maximise the use of the School's resources and maintain them in good order, the following rules and procedures apply:

Eating Lunch

Lunch is to be eaten out of doors. No food is to be consumed in the classrooms, carpeted areas, iCentre, or on the playing fields and courts. (Wet weather is an exception.)

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|--------------------------------|---|
| Out of Bounds | The bush, outside of the School gates, inside classrooms without the supervision of a teacher, the roof of any building and the Secondary Campus are out-of-bounds. Children should only be in the Office area on business and with the permission of a Duty Teacher. |
| Use of Sports Equipment | School equipment may be borrowed at lunchtime from the sports shed. All borrowed equipment must be returned at the end of lunchtime. |
| Use of Playing Fields | The playing fields are sometimes unavailable for use due to the effects of wet weather or maintenance programs. Students will be informed of such a situation and must refrain from using the playing fields until further notice. |

Sickness or Accident

Students who are sick, or who have had an accident, should report immediately to the class teacher or duty teacher. If necessary, permission will be given for students to be absent from class, placed in Sick Bay or the Office staff will contact the parents for the student to be collected and taken home.

Where a serious accident has occurred, an ambulance will be called. Parents or the designated emergency contact person will be notified as quickly as possible. All medical and ambulance costs are the responsibility of parents. An Incident Report will be completed by the supervising teacher and given to the Head of Primary.

Teachers compile written reports on accidents involving students. In the case of doubt, with regard to possible seriousness and necessary treatment, the parent or guardian will be contacted. If parent/guardian contact cannot be made, the School reserves the right to have the child transported by ambulance to hospital.

The consent form for excursions and medical help, signed by the parent on enrolment or re-enrolment, authorises the School to take all necessary steps for the care of the child.

Head Lice

The School policy requires that all live head lice and eggs be treated and removed before the child is permitted to be at School. If head lice are found in a child's hair at school, parents will be advised that treatment needs to be commenced in order for students to return to school.

Infectious Diseases

The School should be contacted to establish whether a child should be in attendance if he/she has an infectious disease.

Medication

If a child needs to take medication, parents should complete a Medication Authority Form, which is available from the Office in hard copy or by email on request. Any medication that needs to be taken at school must be in the original container, clearly marked with the child's name, name of medication, prescribing doctor's name and prescription number, dosage required and time to be taken. The medication will be stored in Sick Bay or, if necessary, the staffroom fridge.

The Office cannot dispense panadol, cough lozenges or any other pain medication to students.

Immunisation

All new entrants to School are required to provide the School with an immunisation History Statement from the Australian Childhood Immunisation Register (this should be posted to you if your child started Kindy after 2005) OR a NSW Health Department immunisation certificate which is available from your local GP. This record of

immunisation will serve as an official record that will accompany the child should they change schools. This record should be requested if a student transfers from this School.

You can get a copy of your child's immunisation history statement:

- online
- by requesting a statement to be sent in the mail
- at your local Medicare office
- by calling 1800 653 809

Please note that immunisation history statements are only available online or at your local Medicare office if your child is under 14 years of age. If your child is 14 years of age or over, you can contact the Immunisation Register on 1800 653 809 to see if a record is available.

Banned/Forbidden Items

Banned/forbidden items are not to be brought onto the School property by students. If found, these items may be disposed of by the School. If illegal, these will be given to the police to dispose of. Items include:

- Any material, objects or matter that contravene Adventist Christian values, ethos or philosophy of the School
- Drugs, cigarettes, alcohol, e-cigarettes
- Drug paraphernalia
- Firearms, knives, or any weapons or missiles, including: water pistols, pea shooters, cap guns, etc.
- Pornographic matter, or any material depicting violence, racism, denigration of others
- Occult paraphernalia
- Any inflammable matter, lighters/matches, fireworks etc. (or other dangerous substances)
- iPods / iPads / Gameboys / PSP / DS etc
- Chewing gum, bubble gum
- Jewellery (except one small, plain gold or silver stud in each earlobe) and make-up
- Liquid paper, spray paint, permanent marker or other items that can be used for graffiti
- Laser pointers (in any form)
- Aerosol cans (stick or roll-on deodorants may be used)
- Skateboards and rollerblades (unless for sport purposes and left in the Office)
- Mobile Phones turned on during school hours.
- Hoodies

Personal Items

Students who bring personal items to School do so at their own risk. It is an offence for other students to handle or tamper with such equipment. Avondale School accepts no responsibility for any loss or damages to this equipment. Insurance is an individual responsibility for personal items.

It is strongly recommended that money or valuables be lodged with the Office for safekeeping. The School does not accept responsibility for personal property brought to school unless it is lodged at the Office with the knowledge and consent of the Administration.

The School does not accept responsibility for students' property stolen from bags. If students choose to bring valuables such as mobile phones, the School will not accept responsibility for their theft or loss.

The School reserves the right to search a student's bag if they believe that it is in the best interest of the School community to do so.

Mobile Phones

The School provides a landline phone for emergency use only. If students choose to bring mobile phones to School, they are to be turned off during school hours. Mobile phones may be confiscated if turned on or used and parents may collect the phone from the Head of Primary at the end of the school day. Mobile phones are not to be used during the school day.

Messages for Students

Student response to PA calls is not always guaranteed. Parental help in minimising 'urgent' messages would be appreciated and would help the School and classes run without interruption. Please organise all plans and messages for travel, dental, hairdressing appointments, etc. prior to the student leaving for School. The Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages.

Inter-pupil Relationships

Students are encouraged to conduct friendships with each other in a wholesome manner in keeping with the School's philosophy and standards.

Lost Property

Please ensure that ALL items (uniform, stationery, calculators, bags, etc.) are clearly named and labelled so they can be returned if misplaced.

Lost items of clothing, etc. are handed in to the Office. Named items are immediately returned to the class teacher. Unnamed uniform items are held in the Office and returned to the Uniform Shop for resale at the end of each term.

Confiscated Property

Confiscated property may be retrieved by parents personally paying a visit to the School Office otherwise items will be held for a 10 week period. Students or parents should check with the Head of Primary to collect confiscated items at the conclusion of the 10 week period. Should the item be an illegal item, these will be given to the police to dispose of. Any items left at the conclusion of the school year will be disposed of by the School.

Although all care will be taken with confiscated items, the School accepts no liability for confiscated items.

Distribution of Information

A Newsletter, containing items of news and interest, information sharing, and announcements of coming events, is produced and emailed each week. Hard copies are available from School Offices. Information is also available on the school website, Facebook page and on Landscape.

Holidays and Pupil Free Days

Holidays and special pupil-free days for professional development may be called during normal school time. All holidays must be authorised by the Incorporation and the School Council, and advance notice will be given to parents.

Evacuation Procedure

Students may need to be evacuated from the school if there is a fire, gas leak or bomb threat. The Evacuation Assembly Area is the Primary School Oval A.

The Procedure

1. The evacuation signal is sounded through the PA system.
2. Students must follow the instructions of teachers and administration. Teachers will direct students to go immediately to the oval via the quickest and safest route.
3. Leave everything behind, except for any medication.
4. Line up in roll order as instructed by teachers and stay quietly until the ALL CLEAR is given.
5. For security reasons, no student is to use their mobile phone, as per school policy.

An evacuation drill is conducted at least once a year.

Code Blue Procedure

Students may need to follow the Code Blue procedure if a dangerous animal or person is on the premises, or if the police advise of criminal activity outside the school.

The Procedure

1. The Code Blue signal is sounded through the PA system.
2. Teachers will instruct students to sit out of sight of doors and windows.
3. Doors and windows are to be closed and locked if possible and lights turned off.
4. Everyone is to remain silent.
5. Remain in lockdown until an ALL CLEAR announcement is made.
6. For security reasons, no student is to use their mobile phone, as per school policy.
7. If a student is outside a classroom or in the toilets, they are to move to the nearest classroom.

A Blue Code procedure is conducted at least once a year.

iCentre (Library)

The iCentre building, housing the K-12 library and IT services, is an integral part of the teaching and learning program of the School. Its purpose is to enhance student learning by providing resources for study and recreational reading and opportunities to develop life-long information skills. Each class attends the library weekly to borrow books and browse. Along with literature appreciation, the Teacher-Librarian teaches information and research skills so that students develop independent learning techniques.

Opening Hours

8.00 am - 4.00 pm (Monday - Thursday)

8.00 am - 3.30 pm (Friday)

Students must be accompanied by a parent/guardian after school.

The library is open during the lunch break for a variety of activities, such as reading and borrowing books, using the computer catalogue, or taking part in quiet indoor games.

Borrowing Procedure

Loan periods are for one week with the opportunity for extension on return of the book. Library bags (30cm x 40cm or bigger) and a student ID card are required by all borrowers. Library bags may be purchased from the library for \$5.00 and ID cards are issued by the school. All students are actively encouraged to borrow and read books. Rewards including small prizes, certificates and annual library parties are given to students who remember their library bags and borrow each week.

The following borrowing limits apply:

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|------------------|---------|
| Kindy | 1 book |
| Years 1/2 | 2 books |
| Years 3-6 | 3 books |

Overdue, Damaged and Lost Books

Reminder slips are issued for overdue books. Any books that are damaged or lost, must be paid for at replacement cost. Please do not attempt to repair damaged books yourself as library staff have the correct materials and training to best repair books.

Resources

A variety of resources are available from the library, including games, magazines, maps and charts, audio visual material, and online resources including World Book Online which is accessible 24/7 from both on and off campus via the iCentre Landscape page.

Book Fair

A book fair is held annually for the school community. The book fair showcases books from various book suppliers, including the local Better Books and Food Shop, and commission from sales benefits the library.

Book Week

During August various book-related activities are held to celebrate Book Week. Activities include storytelling, fun competitions and our biennial Book Character Parade.

Premier's Reading Challenge

Students in Years K-6 are encouraged to participate in the Premier's Reading Challenge each year. Students who read twenty books (30 books for K-2) from the prescribed reading list receive a certificate from the Premier of New South Wales.

Parent Library

Parents are welcome to borrow up to ten items at a time from a range of books and DVDs relating to parenting and family life. In addition, parents may borrow from most other sections of the library for leisure reading. All parents who wish to borrow are asked to complete and sign the Parent Usage Agreement form and will be issued with a borrowing card.

Extra Curricular

In addition to the comprehensive program of activities in the regular class timetable, and participation in a variety of academic competitions, extracurricular opportunities are offered in the following areas :

The Hunter Region Independent Schools sport program offers sporting opportunity as an extension of the School sport program. Students may compete in team and individual sports against other independent schools in the Hunter Region and further through the Combined Independent Schools sporting program against other independent schools in the State.

Get Active After School Classes runs for eight weeks in Terms 1-3 and six weeks in Term 4. Classes run from 3.30 - 4.30 pm. Activities vary each term and may include art, archery, karate, swimming, sailing, craft, athletics, cooking, remote control cars, drawing, tennis, basketball etc. Bookings are made via the Get Active link on the School website - www.avondaleschool.com.au

Uniform Code and General Grooming

The School uniform is intended to give each student an identification with the School and is an important contribution to school tone. The wearing of uniform is a mark of loyalty to all that the School stands for and it assists student's identify with and pride in their membership to Avondale School. The School uniform permits students to be free from competition on the basis of fashion trends and minimises competition on the basis of socioeconomic status. It helps to teach students to abide by rules of uniform, grooming and appearance and assists Avondale School in presenting a consistent image in the community.

Summer uniform must be worn in Terms 1 and 4 and Winter uniform must be worn in Terms 2 and 3. Dates for optional Summer or Winter uniform will be determined by the Principal, according to weather patterns.

The wearing of full school uniform is required on all public transport travelling to and from school. Sports uniform is to be worn on regular sport days or swimming days in Terms 1 and 4.

Parents have a responsibility to ensure their children leave home each day correctly attired and that their grooming is of an acceptable standard. Students are responsible for their uniform whilst at school and staff will assist in this task. Please ensure that all articles are marked clearly with the student's name.

It is expected that the school uniform will be worn with pride. Students are expected to be well groomed and neat and tidy in their appearance when in school uniform.

Students are not permitted to write on uniforms or bags, or get their uniform wet in water fights. Shirts must be tucked neatly into waistbands. The shorts or trousers should be worn to an acceptable level as intended by the manufacturer, not as hipsters. Girls' skirts should be knee length.

Where a child needs to wear a non-uniform item (eg. shoes wet from constant rain) the School Policy requires parents/guardians to send a note of explanation. This letter should be given to the Class Teacher. Uniform items need to be replaced within one week.

Full school uniform is expected at all times. Effort should be made to ensure uniform items are ready, eg. "iron dry" shirts and dresses that are still damp. "In the wash" should not be an excuse for being out of uniform. If students must come out of uniform, only the item that is not available should be substituted. This does not allow for the full sports uniform to be used in replacement for a single school uniform item. Non-uniform items should be as close to the original as possible, neat, modest and not drawing attention to the wearer. Please note that multi-days or excursions do not negate school rules about jewellery.

The Principal, Heads of School and Assistant Heads of School have the final word on uniform. Students who who drastically breach uniform grooming standards or continually disregard the School rules on uniform, including wearing the uniform inappropriately, will be:

- sent home and correct the issue before returning to School
- given something alternative to wear
- withdrawn from general circulation
- barred from any events on that day at the school's discretion.

Uniform Requirements

BOYS SUMMER UNIFORM

| | |
|--------|---|
| Shirt | Sky blue short sleeved regulation shirt with emblem. Shirts must be tucked in. |
| Shorts | College grey gaberdine with straight front and elasticised back. |
| Jumper | Navy regulation jumper or vest with School emblem. |
| Socks | Grey, regulation school socks with turn down top. |
| Shoes | Black, polishable, leather, below ankle, lace-up school shoes. (no other colour markings) <i>Velcro shoes are optional for Kindy only.</i> |
| Hat | Navy blue school hat with School emblem. Slouch style. |

BOYS WINTER UNIFORM

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|-------|--|
| Shirt | Sky blue long sleeved or short sleeved regulation shirt with emblem. All students must have at least one long sleeved shirt. Shirts must be tucked in. |
| Tie | Regulation boys' tie, worn with the top button done up, and tie correctly in place. |

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|----------|---|
| Trousers | Tailored, long college grey in gaberdine or melange. Straight front, elasticised back. |
| Jumper | Navy regulation jumper or vest with School emblem. |
| Socks | Grey, regulation school socks with turn down top. |
| Shoes | Black, polishable, leather, below ankle, lace-up school shoes. (no other colour markings) <i>Velcro shoes are optional for Kindy only.</i> |
| Hat | As for summer. |

GIRLS SUMMER UNIFORM

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|--------|--|
| Dress | Regulation dress (hem must reach the knee). |
| Jumper | Navy regulation jumper, cardigan or vest with School emblem. |
| Socks | White, regulation School socks with turn down top. |
| Shoes | Black, polishable, leather, below ankle, lace-up school shoes. <i>Velcro shoes are optional for Kindy only.</i> |
| Hat | Navy blue School hat with emblem. Slouch style. |
| Hair | All hair accessories must be navy blue, white or black, and must be plain, simple and functional. |

GIRLS WINTER UNIFORM

| | |
|-----------|---|
| Tunic | Regulation plaid tunic (hem must reach the knee). Tunics are a compulsory winter item for all girls. |
| Shirt | Sky blue regulation shirt with emblem, long sleeve or short sleeve. All students must have at least one long sleeved shirt. |
| Tie | Regulation girls' tie. |
| Slacks | School regulation. <i>Optional</i> |
| Jumper | Navy regulation jumper, vest or cardigan with School emblem. |
| Stockings | Plain black stockings (40-80 denier), no ribbed. |
| Socks | White regulation school socks, turned down at the top. |
| Shoes | Black, polishable, leather, below ankle, lace-up school shoes. <i>Velcro shoes are optional for Kindy only.</i> |
| Hat | As for summer. |
| Hair | All hair accessories must be navy blue, white or black, and must be plain, simple and functional. |

Sport Uniform Requirements

BOYS SPORTS UNIFORM

| | |
|-----------|---|
| T-shirt | Regulation navy/red/white with School emblem. |
| Shorts | Regulation navy/red/white shorts. |
| Tracksuit | Regulation red/white/navy School track suit with zippered jacket in winter. |
| Socks | White rib sport sock, not low cut. |
| Shoes | Sports shoes (joggers) - soft soled and non-marking for all PE and sport activities. Soccer boots may be worn for soccer. |

GIRLS SPORTS UNIFORM

| | |
|---------|---|
| T-shirt | Regulation navy/red/white with School emblem. |
|---------|---|

| | |
|-----------|---|
| Shorts | Regulation navy/red/white shorts. |
| Tracksuit | Regulation red/white/navy School track suit with zippered jacket in winter. |
| Socks | Plain white regulation socks or rib sport sock, not low cut. |
| Shoes | Sports shoes (joggers) - soft soled and non-marking for all PE and sport activities. Soccer boots may be worn for soccer. |

Jewellery

Jewellery (including bracelets, necklaces, bands, chains and rings) is not part of school uniform and is not to be worn.

Earrings

Students are permitted to wear only one small, plain gold or silver stud in the lobe of each ear.

Hair

An appropriate, neat and tidy hairstyle is expected. Girls' hair should be **their natural colour** and long hair should be tied back. Boys' hair should be their natural colour, neat, above collar length, and out of the student's face.

School Hats

The following applies to school hats:

- Hats are to be worn during morning recess and lunch breaks. The wearing of hats before and after school is optional.
- Hats will be kept at school at the conclusion of the school day unless you request that your child's hat be taken home.
- Students who do not have their school hat and do not have a note of explanation from a parent/guardian, are to sit in the shade under the verandah during recess and lunch times.
- Students who do not have their school hat and do have a note of explanation from a parent/guardian are permitted to play if they bring a non-uniform hat for a period no longer than one week.

Swim Wear

Modesty is required when wearing swimmers for any school activity. Students must only wear single-piece swimmers. Bikinis are unacceptable.

School Bags

Avondale School supplied bags are compulsory. These can be purchased from the Uniform Shop.

Uniform Over-Jacket

A regulation navy waterproof lined jacket is available for students to wear when the weather is wet and/or cold. The jacket is to be worn over the top of full school uniform (including the school jumper) or sports uniform on sports days. The jacket is not a replacement for any other part of the uniform and should not be worn inside.

This jacket is the regulation over jacket (if any are worn to school) for all Primary students. The jacket is only available through the Uniform Shop.

Mufti Day and Non-Uniform Events

Clothing that is worn on mufti days must at all times uphold the ethos, values and standard of Avondale School.

- Mufti day does not negate school rules about jewellery.
- Clothing must be modest, appropriate fit and suitable for the occasion. String and singlet tops should not be worn. Tops and bottoms must meet.
- Clothing must not have any objectionable writing or pictures.
- Clothing must not make a mockery or be objectionable to any religion, gender, race, etc. No cross-dressing is allowed.
- Clothing must not be see-through or too tight fitting.

- Closed shoes must be worn.
- Clothing must reach the kneecap. Short skirts, short dresses or short shorts are not to be worn.

Students deemed to be dressed inappropriately may be required to rectify the problem by being:

- sent home
- given something alternative to wear
- withdrawn from general circulation
- barred from any events on that day at the school's discretion.

School Uniform Outside of School Hours

It is expected that students wear full school uniform (including ties and shoes) when travelling to and from school, both in and out of school grounds; including bus stops, walking to and from school. When the school uniform is being worn, students still represent the school and it is appropriate for the students to still have respect for the School outside school hours by wearing the uniform correctly.

Student Behaviour Plan

Rationale

The Student Behaviour Plan is designed to foster the Christian growth and maturity of Avondale School's Primary students in harmony with the School's mission and values.

The following Code of Christian Conduct outlines rights that are central to the Student Behaviour Plan.

Code of Christian Conduct

- We all have the right to be able to work and learn without being disrupted by others.
- We all have the right to be treated with courtesy and respect.
- We all have the right to work and play in a clean and safe environment.
- We all have the right to feel proud of this School.

"Treat others the way you would like to be treated." - Matthew 7:12

Introduction

Our aim is to ensure that all children at the Primary School have access to quality learning within a safe and caring environment. The involvement of both parent/s/guardians and staff is critical for implementing this program. Please note the following:

- All students will begin each year (or from the date of enrolment) on WHITE level. The program aims for all students to remain on WHITE level. A summary of the levels system follows.
- The Plan recognises appropriate behaviour by rewarding the students with incentives such as teacher affirmation, extra play and a congratulatory letter each semester. In doing so, we aim to encourage favourable and positive attitudes.
- Teachers will discuss the Plan with their class at the commencement of the school year. We ask that parent/s/guardians also discuss this information with their child/ren to ensure that all understand the Plan.
- The Plan complies with the NSW Education Reform Act (1995) forbidding the use of corporal punishment in schools.

Please direct any inquires regarding the Student Behaviour Plan to the Head of Primary at Avondale School.

Overview Of Student Behaviour Plan

| Level | Inappropriate Behaviour | Action | Time |
|----------------------------------|--|--|--|
| White Level | <p>Warning cards may be issued for things such as, but not limited to:</p> <ul style="list-style-type: none"> • Minor incidents in the playground • Failing to cooperate with classroom discipline • Out of bounds • In a classroom without a teacher present • Inappropriate and unkind language • Deliberately or consistently out of uniform • Disobedient or uncooperative behaviour • Late to class with no valid excuse • Dishonest behaviour • Unkind behaviour towards others including put-downs • Taking other people's property | <p>Warning Card issued by teacher. Classroom teacher supervises a time-out.</p> <p>White level Behaviour Contract may be issued. (1 week, report to teacher daily)</p> <p>Classroom teacher must contact parents after 3 warning cards.</p> | 5 - 10 min |
| Yellow Level (4 weeks) | <p>Behaviour such as, but not limited to:</p> <ul style="list-style-type: none"> • 4 Warning cards within a 10 week period • Failure to respond to a behaviour contract • Aggressive/intimidating behaviour • Put downs • Taking and/or damaging the property of others • Offensive or crude language • Verbal abuse • Continued disruptive behaviour • Inappropriate behaviour on a bus • Disrespecting/disobeying a teacher • Possession and/or use of banned items • Damage of property • Absent from class without permission • Cheating • Inappropriate use of computers/iPads • Use of personal technology at school • Failure to report to a teacher | <p>Restart Issued.</p> <p>Restart teacher supervises lunchtime detention, including completion of a behaviour flowchart.</p> <p>Administration contact parents to discuss the detention.</p> <p>Yellow Behaviour contract may be issued. (2 weeks, report to teacher daily. Report to office weekly)</p> | <p>Stage 1: 15 mins</p> <p>Stages 2 & 3: 25 mins</p> |
| Orange Level (4 weeks) | <p>Behaviour such as, but not limited to:</p> <ul style="list-style-type: none"> • 2nd detention within 4 weeks • Failure to respond to a Behaviour Contract • Open disrespect for the values and ethos of the school • Fighting • Bullying • Open defiance or blatant disobedience & disrespect • Ongoing intimidation/bullying • Wilful damage of property • Blatant disregard for the rights of others • Deliberate/premeditated harassment • Accessing inappropriate material on computers/iPads • Theft • Damage to school property or reputation | <p>Restart teacher supervises lunchtime detention, including completion of a behaviour flowchart.</p> <p>Student to have a timeout during sport time.</p> <p>Conference with parents to discuss behaviour problems.</p> <p>Student is unable to attend excursions or represent the school.</p> <p>Orange Level Behaviour Contract may be issued. (2 weeks, report to the office daily)</p> | 30 minutes |
| Red Level (4 weeks) | <p>Behaviour such as, but not limited to:</p> <ul style="list-style-type: none"> • 3 yellow detentions or 1 yellow and 1 orange detention within 8 weeks • Blatant disregard for the school's behaviour management system and rules • Gross insolence • Physical assault • Continued bullying • Possession of weapons, alcohol, pornography or illegal materials | <p>Suspension</p> <p>Conference with parents to discuss behaviour problems.</p> <p>Student is unable to attend excursions or represent the school.</p> <p>Loss of privileges.</p> <p>Student is placed on a 4 week red level Behaviour Contract (report to the office daily)</p> <p>Administration contact parent each week to give an update on behaviour.</p> | 3 – 5 days |
| | <ul style="list-style-type: none"> • Failure to respond to behaviour management initiatives after suspension | Expulsion | |

**NB: Class teachers may be invited to attend student/parent/school meetings when applicable.*

Time Frame And Repeat Offences

A student will remain on each level for a period of four weeks and will return to the previous level at the end of that time providing a further detention has not been issued. A detention while on a level other than White Level will result in moving to a lower level. Any student receiving three detentions in one term will automatically be placed on Red Level.

Discipline Action

Where possible, immediate consequences will be given for inappropriate behaviour both in the classroom and the playground. The School aims to ensure that the consequences are appropriate, consistent, logical and known in advance. The following procedures are observed in the classroom and playground.

The Classroom

- A class meeting will be held early in the year to talk about the Student Behaviour Plan with an emphasis on the Code of Christian Conduct and our values.
- Class discussion involving the students and the teacher will lead to the development of a small set of classroom rules with clear consequences for violation of these rules. The rules will then be displayed in the classroom. This will be completed early in Term 1.
- Clear consequences for rule breaking will be implemented.
- For minor offences a teacher may choose to caution the student and issue a Warning Card and give a 10 minute timeout. Class teachers will file these cards for monitoring and record purposes. If three Warning Cards are issued within a 6-week period for any individual student, the teacher will contact the child's parent/s/ guardian to discuss the School's concerns. A further Warning Card within a 10-week period will automatically result in a detention.
- For more serious or repeat offences, the teacher will clarify with the student the inappropriate behaviour/s being displayed and discuss this behaviour with the student and consult with a coordinator. The student may then be issued with a detention. Appropriate level consequences will follow.

The Playground

- In the playground teachers may initially use of a warning look or gesture to prompt a change of behaviour.
- The teacher will then give a verbal prompt, reminding students in a positive way of School expectations. eg. 'Walk thanks'; 'Hat on please'; 'Speak nicely, thank you'.
- For minor offences the duty teacher may choose to caution the student and issue them with a Warning Card. The Warning Card will be given to the student's class teacher who will file it for monitoring and record purposes and give a timeout.
- For serious or repeat offences, a detention may be issued.
- Examples of playground consequences: no hat – no play; unsafe play – time out; littering – pick up rubbish.

Detention Procedure

When a student is issued a detention the following occurs:

The Issuing Teacher will:

- Discuss with the student the unacceptable behaviour and request the student to sign the detention card, thus acknowledging receipt of a detention.
- Complete a detention card detailing the following:
 - the student's name, class and date.
 - the nature of the unacceptable behaviour.
- Sign and date the detention card.

The Detention Duty Teacher will:

- Call the student to the office at lunchtime.

- Supervise the student in completing Responsible Behaviour Plan. This process encourages students to identify behaviour triggers, consider positive choices, predict consequences of their behaviour and make goals for future behaviour.
- Students will be supported to attempt to make things right. They may also be given a task to do that helps others.

The Head of Primary/ Assistant Head of Primary will:

- Contact the parent/s/guardian by phone, letter or email to advise them of the Detention.
- A parent meeting will be called for students who are on Orange or Red levels.

All Detention Cards are filed for monitoring and record purposes by the Primary Administration and are recorded on the School Student Behaviour Database.

In the event of a reportable offence, the relevant authority will be contacted - eg. Police, DOCS.

Notwithstanding the Student Behaviour Plan procedures outlined above, the Principal has an overriding and unfettered discretion to remove/reinstate privileges, to place a student on any appropriate behavioural level, and if necessary to suspend and/or recommend the termination of any student’s enrolment.

Conduct Guidelines

Being a student of Avondale School is a privilege and responsibility. No institution can function successfully, nor any society exist harmoniously and happily, without the discipline of order. As a Seventh-day Adventist Christian school we have a responsibility to promote peace and harmony within our school community. It is, therefore, expected that students will demonstrate such deportment and behaviour that will demonstrate the importance of respect for self, others, the school community and uplift the School's standing in the community.

While at Avondale School, all students are expected to do their best in all aspects of the program and to co-operate with the Administration, teaching staff, and prefects in whatever is asked and expected of them. Orderly conduct is expected at all times, including travelling to and from school. Any student engaging in unacceptable activities becomes subject to school discipline procedures which may involve action by the Principal and the Primary Administration to suspend, or request that the School Council take formal action to expel a student.

Students are expected to report any activity or behaviour which contravenes the rules and undermines the safety and order of the School.

Examples of activities which will invoke school discipline are as follows:

1. Undermining the School's religious ideals, values and standards.
2. Defiance of or insubordination to any staff member or disregarding directions or instructions of an administrator.
3. Use of any threat or form of violence against others, even in 'fun', 'mucking around' or as a 'practical joke'.
4. Any risk behaviour, including bullying/putdowns/belittling of others on academic, religious, racial or any other grounds.
5. Any risk behaviour including conspiracy to perform or participate in initiations or any other act that may injure, degrade or disgrace a fellow student, or reflect poorly on the reputation of the School.
6. Preventing others from studying or participating in school activities due to peer pressure, mockery, etc.
7. Improper conduct of a sexual nature or overt displays of affection.

8. Dishonesty in any form.
9. Assisting, supporting or being an accessory to others breaking the rules of the School.
10. Theft.
11. Tampering with school fire equipment, alarm system and security of the School.
12. Wilful destruction of school property.
13. Using, handling, possessing or supplying banned items and harmful substances such as tobacco, alcohol, narcotics or drugs.
14. Using profane or indecent language, possessing or displaying obscene literature, images or articles, accessing inappropriate or dangerous materials.
15. Misuse of Internet, school network or email for purposes other than education.
16. Gambling or the possession of gambling devices.

Student Code of Conduct

There is a separate Primary School Student Behaviour Plan booklet which details the policy on behaviour management. The following points outline the general conduct expectations.

Avondale School students will:

1. Demonstrate Christian values in their lifestyle both in and out of School.

Consequently all students:

- participate positively in the School's religious activities
- are honest in their dealings with others
- show by their conduct that they support Christian values
- communicate with others in a positive manner.

Correspondingly, all students refrain from:

- showing disrespect for the School's worship periods, Bible classes, Chapel programs and religious activities
- telling lies or cheating in tests or assignments
- immoral behaviour
- swearing and other coarse language.

2. Demonstrate pride in their School.

Consequently, all students:

- behave at all times in such a way that brings credit to themselves and to the School
- make a positive contribution, where possible, to all aspects of the School's program
- take pride in their personal appearance and that of the School
- wear their school uniform, regular and PE uniform, with pride.

Correspondingly, all students refrain from:

- littering the classrooms and playgrounds
- using substances such as chewing gum at school
- wearing incorrect items of uniform (including jewellery and make-up) or wearing the uniform incorrectly.

3. Show respect to all persons involved with the School or visiting the School

Consequently, all students:

- are polite and courteous to teachers, staff members and visitors to the School
- show consideration to their fellow students
- treat other people in the manner that they would wish to be treated themselves.

Correspondingly, all students refrain from:

- gossip
- verbal abuse of other students, teachers or visitors
- any form of physical/emotional/sexual abuse.

4. Have respect for the property of others.

Consequently, all students:

- use the School facilities and equipment in an appropriate manner
- use the property of others (School, teachers' and students') only with their approval.
- report any damage or abuse of property to the School authorities

Correspondingly, all students refrain from:

- theft (stealing anything, no matter how small its value, is unacceptable)
- graffiti (on buildings, furniture, books, clothes, or people)
- damaging school property or the property of others.

5. Adopt a lifestyle based on sound health principles.

Consequently, all students:

- practise habits of eating, drinking and exercising that are conducive to good health
- wear appropriate clothing and safety equipment when working in potentially dangerous areas such as laboratories and workshops, while playing in the sun, or when using potentially dangerous equipment such as bikes and skateboards.

Correspondingly, all students refrain from:

- the use of tobacco, alcohol and other harmful drugs or substances at all times
- exposing themselves unnecessarily to the effects of the sun
- riding bicycles (to and from, and at school) unless wearing an approved safety helmet.

6. Accept the need for rules to ensure the School functions smoothly and that the goals of the School and each student are realized.

Consequently, all students:

- abide by the School's rules
- support the teachers, staff and Prefects in seeing that the School's rules are adhered to.

Grievance Policy

Avondale School believes in efficient organisation. Professional practice and protocols set out in this Handbook are to assist by providing all students and parents with information. If a difficulty occurs, the following process should be followed:

1. Take up the matter up with the individual, the teacher or administrator within the school community.
2. If Step 1 does not resolve the issue, take it to the next level - Subject Coordinator, Assistant Head of School, Head of School, Principal. You may wish to invite a third party for support.
3. If Step 2 does not resolve the issue, take the matter to the Principal or Chairman of the Council in writing.

- A mediation panel is in place to assist with resolving any disputes.
4. The final decision in any matter rests with the School Council.
 5. It is expected that at each stage the process will include:
 - fairness, confidentiality and justice to apply at all times.
 - clarification of information is a paramount priority.

Bullying in School

Definition of Bullying

"Bullying is a behaviour which can be defined as the repeated attack, physical, psychological, social or verbal in nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gain or gratification." (*Besag, 1998*)

Rationale

Avondale School is a Christian school serving its community and is firmly based on Christian principles. Biblical values such as those found in Matthew 7:12, "What you want to be done to you, do to others." (Golden Rule), and "Be good friends who love deeply ... get along with each other ... don't let evil get the best of you; get the best of evil by doing good." (Romans 12:19-21, *The Message*) form the foundation for our behavioural model.

Avondale School seeks to build a safe and positive school community that acknowledges each person as a unique, immensely valued child of God. Every person at Avondale School has the right to experience positive and respectful relationships between all members of the School community. They also have the right to learn and teach in a happy and safe environment and, as such, bullying behaviour is not acceptable.

At Avondale School we believe that:

- bullying behaviour is contrary to the Christian attitudes and values of the Bible
- bullying is contrary to the Christian attitudes and values of our School
- bullying does not build a positive, safe and caring Christian community
- bullying devalues and demonstrates disrespect for all involved
- bullying is not Christ-like behaviour.

Types of Bullying

Bullying takes many forms, all of which will cause physical and psychological distress. Bullying may be:

- **Physical Bullying** such as fighting, hitting, kicking, pushing, shoving, punching, spitting, intimidating gestures, invasion of personal space, defacing, damaging, stealing or hiding personal property etc.
- **Verbal Bullying** such as putdowns, belittling, name-calling, mocking, tormenting, saying nasty things to a person or about a person or their family, crude and offensive language, etc.
- **Social Bullying** such as alienation, excluding and ostracising others, spreading rumours, manipulation, passing of derogatory notes, stalking, encouraging others to join in with bullying, forcing others to act against their will, etc.
- **Cyber Bullying** such as stalking across the internet, chat rooms and social networks like *MySpace*, *Twitter* or *Facebook*; sending viruses or high volumes of spam; making prank, obscene or annoying phone calls; sending obscene, threatening, defamatory or unwanted e-mails, SMS or MSN messages; sending defamatory, embarrassing or personal information to a victim's acquaintances; setting up or hacking into websites to post information or photos without the victim's permission; using false identity to give misleading information about someone; excluding someone from chatrooms or MSN Messenger for the purposes of bringing harm, etc.
- **Intimidation** such as picking on, threatening, stand over tactics, etc.
- **Sexual Bullying** such as unwanted sexual invitation or inferences, touching or brushing against in a sexual manner, writing or drawing or commenting about someone's body sexually, sexually oriented jokes, name-calling and comments about someone's private life, etc.
- **Discrimination** of any kind on the basis of race, gender or religion.

At Avondale School:

- we acknowledge that bullying does occur
- we do not accept bullying as 'part of growing up'

- we encourage that it is acceptable to 'tell somebody' about being bullied
- any allegation of bullying will be sensitively investigated and addressed
- it will be reinforced that bullying is wrong and will not be tolerated
- the School discipline system will act when bullying behaviour has been investigated and identified
- we will address both parties to assist with understanding and accepting of responsibility
- Christian education in the context of nurture, chapel services, worship, prayer, assemblies helps to create awareness of the sacredness of the individual, the value of community, and works to prevent an environment where bullying is tolerated
- we value education where the value of the individual and sense of community is affirmed and is a vital focus of Roll Call time and worship
- we encourage role modeling of how to relate, speak and act towards one another
- class teachers, Roll Teachers, Year Coordinators and duty teachers will monitor behaviour, being aware of signs of insecurity, discomfort and suspected incidents of bullying
- teachers and Prefects report suspected incidents of bullying to the appropriate Administration member
- teachers make effort to remove occasions for bullying by active patrolling during supervision
- the anti-bullying curriculum should include the exploration of the definition of bullying and possible strategies that bullied children might use, eg. attempting to ignore or not show distress, building self-confidence, etc
- support by the School Pastoral Care team is available when needed.

Parents of Avondale Students

Parents can assist with the issue of bullying by:

- clearly stating to their children that bullying in any form is never acceptable
- discussing bullying, especially the School's policy on bullying
- being alert to any signs of distress or anxiety, unwillingness to attend school, missing equipment, damaged clothing, bruising, requests for extra money, and contacting the School if bullying is suspected
- encouraging their child to take concerns to a trusted staff member or senior student as soon as possible
- advising their child to take initiative and report bullying themselves
- encouraging the student to not retaliate
- keeping a written record of bullying situations
- communicating effectively with the appropriate staff members
- reassuring their child who is being bullied of their value
- being willing to attend interviews if their child is involved in any bullying incident
- ensure that there is no bullying behaviour in the home.

Students of Avondale School

Students can assist with the issue of bullying by:

- being aware that bullying is not acceptable in any form and that there are serious consequences
- refusing to be involved in any bullying situation
- challenging or reporting incidents of suspected bullying
- breaking the code of silence by telling someone
- being prepared to walk away from the situation rather than respond in a negative way
- not falling into the trap of feeling that it is their fault, or that no one cares - talking to a trusted teacher, friend, parents or another person is important
- encouraging others to make a stand against bullying.

