



GEORGIANA MOLLOY ANGLICAN SCHOOL

SECONDARY SCHOOL PARENT and STUDENT HANDBOOK

School Contact Details

School Phone: 08 9752 5252
 School Fax: 08 9752 5299
 Postal Address: PO Box 920, Busselton WA 6280
 Location Address: Hawker Approach, Yalyalup, WA 6280
 Web: www.gmas.wa.edu.au

Principal: Bruce Rixon
 Head of Secondary School: Simon Lees
sle@gmas.wa.edu.au

GMAS Office Hours Monday to Friday (8.00am to 4.30pm)

TERM DATES 2008

Monday 2 February:	Term 1 Commences
Thursday 9 April:	Term 1 Concludes
Thursday 30 April:	Term 2 Commences
Friday 3 July:	Term 2 Concludes
Tuesday 21 July:	Term 3 Commences
Friday 25 September:	Term 3 Concludes
Tuesday 13 October:	Term 4 Commences
Thursday 9 December:	Presentation Day Ceremony and Term 4 Concludes

<u>Weekly Events</u>

Monday, Tuesday, Thursday and Friday:

Period 1 8.50 – 9.40am; **Period 2** 9.40 – 10.30am; **Recess** 10.30 – 10.55am; **Tutor Group** 10.55 – 11.10am; **Period 3** 11.10am – 12.00pm; **Period 4** 12.00 – 12.50pm; **Lunch** 12.50 – 1.40pm; **Period 5** 1.40 – 2.25pm; **Period 6** 2.25 – 3.10pm; **Dismissal** 3.10pm

Wednesday:

Period 1 8.50 – 9.35am; **Period 2** 9.35 – 10.20am; **Recess** 10.20 – 10.45am; **Chapel/Assembly** 10.45 – 11.30am; **Period 3** 11.30am – 12.10pm; **Period 4** 12.10 – 12.50pm; **Lunch** 12.50 – 1.40pm; **Period 5** 1.40 – 2.25pm; **Period 6** 2.25 – 3.10pm, **Dismissal** 3.10pm
Year 8 volunteers at Cliff's Kitchen & St. Mary's OP Shop 9.30am – 1.30pm

Please note the dates for the:

- **Year 9 Canberra Trip – 26 June – 5 July**
- **Year 11 Camp 11 - 15 May - Camp Variety (Harvey)**
- **Year 12 Step Up Retreat 11 - 13 May - (New Norcia)**

Welcome to Georgiana Molloy Anglican School. The Middle School caters for children in Years 7 – 9 and Senior School Years 10 – 12.

1. Communication

We believe that an open and honest line of communication amongst students, parents and staff is essential. If you are ever in doubt about anything that is happening in the School or you wish to discuss your son or daughter's progress please do not hesitate to contact your child's Tutor. We would ask that the first point of contact is the Home Tutor, followed by the Head of House and, if necessary, the Head of Secondary School.

The following means of regular communication are also utilised by the staff of the School and are a valuable source of information

1. Student Diary
2. Regular verbal contact between Staff and parents by phone or face to face
3. Weekly "*What's on at GMAS*" publication
4. Settling In report in Term 1
5. Written reports Semester 1 and 2
6. Parent Teacher interviews
7. Special Purpose Information nights
8. Portfolio – Term 3
9. GMAS Gazette
10. Social gatherings

We believe that an open and honest line of communication amongst students, parents and staff is essential. If you are ever in doubt about anything that is happening in the School or you wish to discuss your son or daughter's progress please do not hesitate to contact your child's Teacher, Head of House or Head of Secondary School.

Parents need not wait until a parent/teacher afternoon to discuss their child's progress with their class teacher, Tutor, Head of House or Head of Secondary School. The class teacher or Head of House will make regular contact with parents by telephone and through the diary to assist in maintaining open communication channels.

Students who will be Withdrawn From School for Extended Periods

It is important that parents and students understand that extended absence from school for any reason will affect the student's progress and learning. Sometimes it is impossible to avoid illness or family upheavals and these absences will occur. Parents occasionally seek to withdraw a child for an extended period for a family holiday. Parents are encouraged to avoid this wherever possible. While some learning missed can be caught up, there are many school and class experiences that cannot be covered by just setting work.

The School and the teaching staff will do all they can to provide some work for students who will be away from school for extended periods. If it is unavoidable that you withdraw your child for an extended period during the year it is essential that written advice is given to the Head of Secondary School two weeks in advance so that work may be prepared for your child.

The School Policy on absences during school time is that it is the Parent's responsibility to ensure that their child catches up on work missed if they are taken out of school.

2. Student Presentation and Standards Policy

The general appearance of a GMAS student should not draw undue attention to themselves. ***Whilst in GMAS uniform and / or at a GMAS function***, the school reserves the right to determine what draws undue attention.

When wearing the uniform students are representing all members of the School community and any misbehaviour or inappropriate wearing of the uniform is a reflection on all. The uniform should be complete and smartly presented at all times. Wear the uniform with pride as it says much about your pride in yourself and in your school.

Students are reminded that while they are in uniform they are expected to uphold all School rules and regulations as they would in class. When wearing the uniform they are representing all students, teachers and members of the School community and any misbehaviour is a reflection on all. Inappropriate behaviour will be dealt with in accordance with School rules.

2.1 Gum

Chewing gum is totally prohibited at the GMAS school campus at all times. Gum is also not permitted at GMAS outings.

2.2 Hair

Girls Hair should be tied back if longer than collar length.

Boys Hair must not be longer than collar length.

Girls Hair ties to be in Navy Blue only.

Hair should be a natural looking colour, evenly cut, evenly styled, and no shorter than a 'Number 3' cut. Any dyeing of hair will need very frequent maintenance as the hair grows. The school encourages students not to dye their hair as an "unnatural" look as the new hair grows will not be tolerated by the school.

2.3 Jewellery

One pair of plain studs / sleepers in girls' ear lobes.

Other visible body piercing not permitted.

Boys are not to wear ear rings.

No bracelets, chains, rings or other jewellery (except those of specific religious significance with an explanation letter to the school from your Parish Priest.)

Medical Alert devices and plain wrist watches are permitted.

2.4 Make Up / Glitter

Make up and glitter is not permitted.

2.5 Non-Uniform Accessories

Visible tattoos and other foreign body markings not permitted.

Nail polish not permitted.

Portable music and games devices are permitted however they must be stored in the student's bag and locker during the day. No responsibility for lost, damaged or stolen devices if used during school hours..

2.6 Mobile Telephones

- Students are allowed to bring mobile telephones to school.
- Students must have their mobile telephones turned off and in their bags or lockers at all times during school hours.
- Mobile telephones can only be used before and after school and in an emergency.
- Students cannot use mobile telephones for the purposes of sending or receiving messages during school hours. There is a telephone in the Administration area that students, with permission, can access to ring home.
- Mobile telephones are the students' responsibility and the school accepts no responsibility for any theft, loss or damage.
- Students who do not adhere to this policy will forfeit the right to have a mobile phone at school.
- Students with a severe hearing impediment are exempt.

2.7 Follow Up Procedures

Staff will speak with the student and record the incident (inappropriate dress, uniform, behaviour) in the Student Diary for parent to sign. If the inappropriate item is jewellery then the offending item will be removed and (if applicable) will need to be collected by the parent.

Should there be a further infringement, this will be communicated verbally by the teacher to the parent along with a record in the Student Diary.

Further infringements after this point will necessitate an interview at school with the parents, student and class teacher.

In the unlikely event that further issues arise, the matter will be referred immediately to the Head of Secondary School who will request an immediate interview with the parents to discuss the issue further.

3. GMAS Sun Protection Policy

In response to current medical advice, Georgiana Molloy Anglican School encourages students to remain out of the direct sun when and wherever possible. When activities must take place outdoors we will encourage our students to protect themselves from the harmful UV sun rays in the following ways:

3.1 Hats

Students must wear their GMAS hat when outside the classroom and when participating in sport (when practical) and other outdoor activities. No hat means no play.

3.2 Sunglasses

Students are allowed to wear sunglasses to protect their eyes from harmful UV radiation while participating in outdoor activities (when safe and appropriate to do so.) Fashion sunglasses with minimal UV rating are not permitted.

3.3 Sunscreen

Students should ensure that they have adequate supplies of maximum protection sunscreen for school activities that occur outdoors. This is particularly important in situations where the nature of the activity (fast running, swimming and similar activities) may prevent the practical wearing of a hat.

4. Ancillary Items

4.1 Bus Travel

Students are reminded that while they are travelling to and from School they are expected to uphold all School rules and regulations as they would in class. When wearing the uniform they are representing all students, teachers and members of the School community and any misbehaviour is a reflection on all. Inappropriate behaviour will be dealt with in accordance with School rules.

4.1 Bags

Take care with the amount of books carried to and from school. Use your locker wisely and protect your back.

4.2 Lockers

Lockers are provide for each student. It is the student's responsibility for the securing of items and for the presentation of the locker. Fees are applicable.

4.4 Texts and Materials

Materials used at school should be kept in an acceptable manner free from 'tags' and other unsuitable images. Students will require the minimum amount of appropriate stationary items on a daily basis for effective class work. Elective - specialist subjects may require the student to purchase – pay for selected items.

5. Homework and Study Habits

All students will be expected to complete homework on a regular basis. The purposes of homework include:

- The consolidation and/or revision of class work at a level commensurate with ability
- The completion of a task started in class time.
- The clarification and improved understanding of class work by means of practice problems, writing, etc.
- Revision for assessment /examinations.
- Completion of assignments set.
- Stimulus in advance of new work or topic.

It is acknowledged that the setting of homework for the sake of it is a pointless exercise. "Routine" homework is required within the purposes above and learning must be evident and necessary.

It is the student's responsibility to record all homework set in his or her Diary. It is assumed that where specific, explicit tasks are not set by teachers, the student will use homework time appropriately within the guidelines of the list above. Revision is good practice that teachers will encourage and parents should support with appropriate supervision.

Parents are encouraged to operate a monitoring system of nightly tasks and revision to assist the student in developing regular study habits and to improve the quality and appropriateness of the work done. Ongoing assignment work will be monitored by the teacher.

6. School Diaries

The Student Diary is the primary means of communication between you and the School. Your child will be expected to ensure that the Diary is with them at all times during the school day. Each student's Timetable should be located in the front of the Diary. Your child should record all subjects studied each day and the homework set. If no homework is set, the entry against that subject should read "nil".

All Student Diaries should be signed by a parent each week. The child's teachers will monitor Student Diary entries.

Teachers and parents may write messages to each other from time to time using the Diary. Parents are asked to initial and date messages from teachers as teachers will from parents. This ensures that all parties are aware that the communication has been received. Teachers will respond to parent messages on the day they are received.

7. Organisational Procedures

WHAT SHOULD HAPPEN WHEN STUDENTS.....

Are late for school

Go to the Reception counter in Administration. You will need to advise Reception that you are late and the reason why. Reception will give you a late slip. The teacher, whose class you enter, will need to receive the late arrival slip.

Have not left the school campus by 3.45pm

The student should advise the Staff member on duty who will take the student to Reception and call your parents. Student to sit and wait for their parents.

Are absent from school

Please ring Reception 9752 5252 by 9.00am and advise the Receptionist your child's name, year group and estimated length of absence. A written note, preferably in the diary, explaining the absence should be given to the class teacher when the child returns to school.

Forget their diary

An interim diary sheet will be supplied for the day and should be signed by the parent and returned to school with the diary the next day.

Lose something at school

The best advice is for the student to take care of their property. Do not bring valuables to school and ensure that all books and other items are clearly named so that if they are lost, they can find their way back. Make sure that your child has looked thoroughly at school for the item. There is a lost property stand in the Junior School undercover area to look through also. If it cannot be found, inform Tutor / teacher who may be able to help you further.

Have to leave school before the end of the school day

Parents must have written an explanation in advance of the departure in the Student Diary. The student should present this to the classroom teacher at the start of the day. The student will not be allowed to leave the school until the parents have signed the Red Book (located in Reception) and received an Early Departure slip. The Early Departure slip must be handed to the class teacher. The students may then leave.

Have forgotten their lunch

Students should let their Home Tutor know as soon as they realise the problem. Arrangements will be made with the CAFÉ GMAS Staff to assist the student.

Feel ill or become injured

If the child feels ill during class, they should tell their teacher who will write a note in the Student Diary for the child to take to Reception. If the child is injured out of class, they should tell the nearest staff member. In reception there is a bed there where they can

rest. Parents will be contacted and a decision can then be made whether the child goes home or returns to class when they feel better.

Have medication to be taken during school hours

All medication is to be held at Reception with clear written instructions from the parent on the medication regarding the student's name, dosage and times. Medication is not permitted anywhere else on campus and must never be in the student's possession.

Wear items to school that are not part of the school uniform / presentation policy

Students will be asked to remove the item immediately and parents will be asked to collect it from the Tutor. Our expectations in this regard are clear and ongoing uniform / presentation issues will not be tolerated by the school.

Want to order at CAFÉ GMAS

You will need to write your requirements on the outside of a special bag obtained from the Cafe with your name and year group on it and place the correct money inside. This bag then needs to be placed in the class lunch basket before the commencement of classes. Orders will need to be picked up from the Cafe at the beginning of lunch.

Cycle to and from school

- A suitable helmet is a legal requirement and must be worn correctly at all times.
- The child should place the bicycle in the racks provided.
- Bicycles are not to be ridden anywhere on campus without express permission from a teacher.

8. GMAS UNIFORM REQUIREMENTS

There is no summer uniform and winter uniform. This was a deliberate decision by the Principal to reduce costs for parents. Students can wear combinations of their summer and winter items to suit the weather. Students may only wear items that are listed below for their year level. No non-uniform items are to be worn by students at any time while at school or while travelling to and from school.

8.1 Years 7-9 School Uniform

Boys

- **school shorts** - Navy (not sports shorts)
- **trousers** navy with black belt.
- **shirt** Short OR long sleeve white collared shirt (not sports shirt) with GMAS crest on the pocket.
- **jumper** Green with GMAS crest on the pocket.
- **socks** Long GMAS Navy socks (if worn with shorts), and short GMAS Navy
- **socks** – navy - (if worn with the trousers).
- **Buchat** OR broad brimmed GMAS hat.
- **shoes** (not sports shoes). GMAS school Black leather lace up school
- **tie** (Years 7 and 8). A new tie has been designed for secondary students (boys and girls) and these ties replace the jabot ties. The double striped tie with thick

and thin stripes and bearing the school logo is for all students in Years 7 to 9 (boys and girls).

- All times should be clearly named.

Girls

- **skirt** - tartan - falling to knee length.
- **blouse** - White short OR long sleeve with the GMAS crest on the pocket.
- **jabot** (Years 3-6) - GMAS tartan
- **tie** (Years 7 and 8). A new tie has been designed for secondary students (boys and girls) and these ties replace the jabot ties. The double striped tie with thick and thin stripes and bearing the school logo is for all students in Years 7 to 9 (boys and girls).
- **socks** - Short GMAS. Navy
- **jumper** - Navy with GMAS crest on the pocket.
- **Tights** – navy - when cool.
- **shoes** (not sports shoes). GMAS school Black leather lace up school shoes (not sports shoes).
- **Buchat** OR broad brimmed GMAS hat.
- All times should be clearly named.

8.2 Years 10 – 12 School Uniform

A new uniform has been designed for the Senior School. There is a further 2 year phase in period for the wearing of the new blazer and grey trousers. Until the phase in time is completed students may wear either the uniform from Years 7 – 9 or the new uniform but not a mix of the two uniforms

8.2.1 New Uniform: Summer

Boys

- **school shorts** - Navy (not sports shorts)
- **trousers** navy with black belt.
- **shirt** Short OR long sleeve white collared shirt (not sports shirt) with GMAS crest on the pocket.
- **jumper** Green with GMAS crest on the pocket.
- **socks** Long GMAS Navy socks (if worn with shorts), and short GMAS Navy
- **Buchat** OR broad brimmed GMAS hat.
- **shoes** (not sports shoes). GMAS school Black leather lace up school
- **tie** A new tie has been designed for secondary students (boys and girls) and these ties replace the jabot ties. A special senior tie, predominantly navy with two single thin teal stripes encompassing the school logo will be for all Years 10 – 12 students (boys and girls).
- All times should be clearly named.

8.2.1 New Uniform: Winter

Boys

- **shirt** Short OR long sleeve white collared shirt (not sports shirt) with GMAS crest on the pocket.

- **Trousers** - grey
- **socks** – grey
- **Blazer:** The blazer, for all Years 10 – 12 students (boys and girls) is navy with teal braiding.
- **tie** A new tie has been designed for secondary students (boys and girls) and these ties replace the jabot ties. A special senior tie, predominantly navy with two single thin teal stripes encompassing the school logo will be for all Years 10 – 12 students (boys and girls).
- **shoes** (not sports shoes). GMAS school Black leather lace up school
- **jumper** Green with GMAS crest on the pocket.
- **Buchat** OR broad brimmed GMAS hat.

Girls (Summer and Winter)

- **skirt** - tartan - falling to knee length.
- **blouse** - White short OR long sleeve with the GMAS crest on the pocket.
- **jabot** (Years 3-6) - GMAS tartan
- **tie** A new tie has been designed for secondary students (boys and girls) and these ties replace the jabot ties. A special senior tie, predominantly navy with two single thin teal stripes encompassing the school logo will be for all Years 10 – 12 students (boys and girls).
- **socks** - Short GMAS. Navy
- **Blazer**
- **jumper** - Navy with GMAS crest on the pocket.
- **Tights** – navy - when cool.
- **shoes** (not sports shoes). GMAS school Black leather lace up school shoes (not sports shoes).
- **Buchat** OR broad brimmed GMAS hat.
- All times should be clearly named.

Girls: may wear the blazer with their current skirt, blouse and tie. During the next year a new tartan skirt, without the yellow cross stripe will be introduced as a winter skirt. It will be accompanied by a summer dress for all girls in the secondary school.

8.3 Years 7-12 Sports Uniform

- **Tracksuit** – GMAS Navy with the school crest on the pocket.
- **Sports shorts** - navy
- **Polo shirt** Green with the school crest on the pocket.
- **Socks** GMAS Plain white sports
- **Buchat** OR broad brimmed GMAS hat.
- **Sports shoes** predominately white sports shoes.
- **Pastoral House colour** polo shirt in the colour of their Pastoral House

9. Pastoral Care

9.1 Pastoral Care

Each student in the Secondary School is a member of a House Tutor Group. Students meet in these groups throughout the week as well as attending Chapel, Assembly and House meetings. The Tutor Teacher can also be the class teacher for some of the class learning time each day.

As part of the Pastoral Care programme, students and staff will come together for an Assembly each week. The assembly will focus on academic and co-curricular encouragement and achievements.

The Chapel service is the focus for Pastoral Care, bringing together the student's experiences in the light of Christian faith. Student leaders are also an integral part of the Senior Schools pastoral care programme.

A House meeting once a week will bring together the individual tutor groups of Houses. Heads of House will oversee the Houses in operation.

The Head of House holds the primary responsibility for supervising the whole education of each student in their care. By knowing their students, Head of Houses will help them discern their special talents, rejoice in them, develop them and put them at the service of others in a community of faith on a journey towards God.

As the leader of a particular House, the Head of House is responsible for the efficient operation and team leadership of that House including the academic, disciplinary and pastoral formation of each student in that House.

The Head of House acknowledges and respects that the Head of Secondary School are primarily concerned with the smooth day to day running of the school.

The Head of House will work in partnership with class teachers, Tutors, Heads of Secondary School and Heads of Departments all of whom unite to put the child's welfare above institutional boundaries. This sharing of relevant information across different School structures will ensure that all concerned contribute to the child's profile and development.

9.2 Behaviour Expectations and Management

All students of Georgiana Molloy Anglican School are expected to demonstrate a high standard of behaviour. The rules of the School are intended to ensure that the comfort, rights and safety of all members of the School community are protected. Students who do not adhere to the School's rules can expect to:

- Be reminded of the rule.
- Receive a natural or logical consequence for their actions.
 - Littering will result in students picking up litter.
 - Graffiti will be treated as vandalism and will involve serious consequences not the least being the removal of the graffiti.

- Complete a lunchtime detention.
- Complete an school or Saturday morning detention for gross or continued disobedience.
- Attend a meeting for parents, Tutor Teacher / Head of House and the student.
- Be referred to the Head of Secondary School.
- In extreme cases, the Deputy Principal or the Principal may interview the student with his/her parents and further action may be taken.

9.3 Detentions

A lunchtime detention may be given if unacceptable poor behaviour is demonstrated by a child.

An afternoon detention may also be issued as a measure of managing student behaviour. This type of detention is not given lightly and indicates that a student has demonstrated unacceptable or consistently poor behaviour. If your child receives an afternoon detention parents will be notified by a telephone call that will be confirmed by letter. If it is believed that the detention needs to be served immediately, then the Head of Secondary will telephone you with that information.

If the poor behaviour continues, a student may be asked to attend school on a Saturday morning for a half day detention. As for an afternoon detention, parents will be contacted by the Head of Secondary School by phone and in writing should this occur. If a student receives two Saturday detentions in a calendar term, suspension may be considered by the Principal.

It is fair to expect that children growing up will make mistakes but the School will not tolerate the same mistakes being made by the same child indefinitely.

10. Bullying

10.1 A Message to Parents – Our Position in Relation to Bullying

It is an unfortunate reality that bullying occurs in all schools. We believe that at Georgiana Molloy Anglican School we are working to establish a student culture that rejects bullying in all of its forms and that this culture says that bullying has no place at Georgiana Molloy Anglican School.

We are proud enough to say that although our school (like all others) finds incidents of bullying from time to time, we have the policies, procedures and systems in place to deal with these incidents quickly and professionally, allowing the students to move forward positively. Overlaying these systems is a growing culture amongst the students that promotes the exposure of bullies rather than propelling the code of silence and anti “dobbing” cultures that permeate some other institutions allowing bullying to run riot undetected through the power of fear of retribution.

Bullying is rust that eats away at the basis of our values and prevents students reaching excellence. Students are entitled to walk through the Georgiana Molloy Anglican School gates each morning and participate fully in the life of our school free from humiliation, oppression and abuse.

Bullying can take the form of verbal taunts and exclusion/intimidation tactics, along with the more obvious forms such as physical abuse.

Education in the broadest sense is a partnership between the family and the school. If communication is an open two way process, then bullying issues can be “nipped in the bud” before they become major. As a school we will never bury our heads in the sand and pretend that issues are not there to be dealt with. The junior and middle years of schooling statistically indicate a higher incidence of bullying generally in schools, so it is particularly important that new families with children commencing in these years understand our stance on this issue, and feel able to confidently bring issues of concern to our immediate attention at any time.

Georgiana Molloy Anglican School is committed to a zero tolerance of bullying and our established and growing anti bullying culture throughout the school bares testimony to our proactive stance on this most important issue.

10.2 A Message to Students

Bullying occurs when someone who appears to be more powerful than you makes you feel uncomfortable and unhappy because of their actions or words towards you. Bullying maybe verbal, such as name calling, teasing, putting down comments, or willing you to fight someone. It maybe physical, such as pushing you around or being deliberately rough towards you in games at the morning or afternoon break times. Bullying can also be psychological. This is when people purposely leave you out of groups to upset you, perhaps move your belongings so you cannot find them, maybe send hurtful messages to you via other students, or whisper to each other in front of you to exclude you from conversations so that you feel unwanted and left out. Psychological bullying is when people play “mind games” with you with the aim of making you feel powerless and weak.

Bullies are weak people who usually have little to be proud of. Bullies are frightened that people will see their weaknesses, so they try to turn the attention away from themselves by picking on someone who they feel is powerless to defend themselves. Bullies pick on people who they think will suffer silence and not tell anyone.

Bullying does not go away if you ignore it. Bullying does not get worse if you tell someone. (Bullies may often threaten you with more if you tell, but it is a threat that will lead them into very serious trouble.) The only way to stop a bully is to tell someone who has the experience and knowledge to fix the problem for you. Protecting yourself and your friends by exposing bullies is not “dobbing”.

In summary, if you are bullied at Georgiana Molloy Anglican School you must do the following:

1. Tell your classroom teacher as soon as the bullying occurs. The longer the bullying occurs without telling someone, the harder it is to stop.
2. Tell your parents about the bullying as soon as you get home, and tell them that you have spoken to your teacher.

Your classroom teacher, Tutor, Head of House, Head of Secondary School, Deputy Principal and the Principal will work through with you and your parents, ways of sorting the problem out so that you are happy and the problems stops. Our school has developed a Bullying policy that is used to assist in sorting out these types of issues for you. The initial stress that you may feel when you report a bully is better than the ongoing misery that the bully will cause you if you do not report them. D.O.B – Don't Obey Bullies.

"Bring the Silent Nightmare onto Centre Stage" – Reject Bullying at Georgiana Molloy Anglican School.

11. Sporting Codes of Behaviour

11.1 Players' Code of Behaviour

Georgiana Molloy Anglican School proudly pursues excellence and endeavour in the field of sport. We encourage the involvement of all students in a range of school-based and community sporting activities. The expectations listed below are general guidelines, which should be adhered to whenever a student is competing or representing the School.

1. Play by the Rules
2. Never argue with an official. If you disagree, have your coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
4. Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good plays whether they be by your team or the opposition.
6. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
7. Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
8. Play for the fun of it, and not just to please parents, teachers or coaches.
9. Involve yourself in a wide variety of sports, in order to experience the breadth of activities available within our community.

11.2 Parents' Code of Behaviour

Georgiana Molloy Anglican School proudly pursues excellence and endeavour on the field of sport. We encourage the involvement of all students in a range of school-based and community sporting activities. The expectations listed below are general guidelines, which should be adhered to by all parents involved in student sporting activities, whenever students are competing or representing the School.

1. Remember that children play sport for their enjoyment.
2. Encourage children to participate, do not force them.
3. Focus on a child's efforts and performance rather than winning or losing.
4. Encourage children to always participate according to the rules and to the spirit of those rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good plays, by all teams.
7. Support all efforts to remove verbal and/or physical abuse from sporting activities, by any and all parties.
8. Respect official's decisions and teach children to do likewise.
9. Show appreciation of volunteer coaches, officials and administrators. Without them your child could not participate.

12. Student Use and Internet Use Policy

Georgiana Molloy Anglican School requires the responsible use of the Internet for accessing information from the worldwide resources to support related research.

1. Student access to the internet is available through the school.
2. **Use of the Internet is both a responsibility and a privilege and not a right.** All users of the Internet are therefore expected to use it in a responsible, efficient, ethical and legal manner. Failure to accept this responsibility may result in the removal of the user's access privileges to the Internet.
3. Unacceptable uses of the Internet include, but are not limited to:
 - a) **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and illegal.

- b) **Illegal Activities:** Any type of vandalism, terrorism, spam or illegal activities stipulated by the law
- c) **Violating Copyrights:** Copying or downloading copyrighted material
- d) **Plagiarism:** Representing another's work as your own
- e) **Copying Software:** Copying or downloading software without the express authorisation of the teacher
- f) **Non-School Related Uses:** Playing, downloading games, music, videos or any material not directly related to school activities and with permission from the teacher
- g) **Misuse of Passwords/Unauthorised Access:** Sharing passwords, using other students passwords and accessing other user accounts is prohibited
- h) **Malicious Use/Vandalism:** Any malicious use, disruption or harm including but not limited to hacking activities and creation/uploading of computer viruses.
- i) **Unauthorised access to Chat Rooms/News Groups:** Only with express authorisation of the teacher

Any other inappropriate or improper use as deemed so by staff.

4. Any malfunction or other problem should be reported immediately.

The GMAS Internet policy will be discussed in class with the students and teacher, sent home for parents to read and then both parent and child must sign the form before any student can access the computers. Parents must discuss the Internet Policy with their child and then sign the form before any student can assess the computer.



13. Network and Internet Use Acceptable User Agreement

The Georgiana Molloy Anglican School Network, Internet and electronic mail is provided for educational purposes only. I hereby agree that while my child is using the Georgiana Molloy Anglican School Network, Internet and electronic mail that:

- They **WILL** use the computer resources and their Internet account solely for educational purposes;
- They **WILL** observe all copyright laws, including those that relate to computer software and material published on the internet;
- They **WILL** respect the rights and privacy of other users;
- They **WILL** report any obscene or offensive material they encounter;
- They understand that Logs of their Internet and e-mail access will be kept and could be scanned at any time.

They will **NOT**:

- Use the school computers to play games excepting educational games under the direction of a teacher;
- Tamper with the system (which includes the network or workstation and its desktop in any way including, but not limited to, the storage of unauthorized software);
- Bring Georgiana Molloy Anglican School into disrepute in any way whatsoever;
- Use another student's account or tamper with another student's account in any way;
- Allow anyone else to use their account or give their password to anyone else;
- Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material;
- Threaten or abuse any other user;
- Send offensive, racist or sexist messages;
- Send anonymous or falsely addressed e-mail;
- Use their account for business purposes or financial gain;
- Use their account for political purpose.

They realize that if they do not abide by the above rules

1. Their Internet and internal e-mail access may be withdrawn;
2. They may be subject to other disciplinary action and
3. They may not be able to continue with subjects in learning areas which require regular computer access.

I have read the Network and Internet Use Acceptable User Agreement, discussed it with my child, and agree that my child will abide by it.

Child's Name (print) Given & Surname _____ House _____

Parent/Guardian Signature _____ Date Received: _____

14. DISPUTE AND COMPLAINT RESOLUTION POLICY and GUIDELINES

INTRODUCTION

The School Education Act 1999 (174 1(d)) requires a school to have a means by which disputes and complaints about the provision of education are resolved.

We seek to be a caring Christian community, where people are in harmony with each other. Therefore this policy is designed to assist staff, parents, students and others in this school to resolve conflict in an appropriate and satisfactory way.

This policy is written with the understanding and experience that, in most cases, matters are best resolved at the local school level.

This policy is based on a number of fundamental principles. The policy, if required, is available from the Principal's office.

The procedures which apply in relation to this policy will be available in a flow chart format on the school website. www.gmas.wa.edu.au

B. Rixon
Principal