



## **School Procedures**

### **Student Discipline Policy and Procedures**

- All students are expected to show courtesy, respect, kindness, consideration and good manners towards others and to behave responsibly in regard to the safety and property of others and themselves.
- Within the classroom:
  - it is the right of the teacher to be able to teach;
  - it is the right of the student to be able to learn;
  - no student has the right to behave in any way which may inhibit others from learning.
- Students should develop understanding and skills to keep themselves and others safe.
- Students are not to leave the school grounds or go into “out-of-bounds” areas without permission. They must be in the “right place at the right time” and be where a teacher can see them or has given them permission to be.
- Students should be aware they are representing the School and their behaviour, conduct and uniform should always be impeccable.
- Detentions: Lunchtime Detentions may be issued for unacceptable behaviour. In Senior School Detentions may occur after school or in holidays.
- Serious breaches of the Student Discipline Policy may result in suspension or expulsion. A process based on procedural fairness will be followed before any such action is taken. If a student has a complaint or grievance, the following procedures apply:
  - *Kindergarten to Year 6:*  
Students who have a complaint or grievance should go to the Junior School office and ask to see the Head of Junior School or the Director of Teaching and Learning Junior School.
  - *Years 7 to 12:*  
Students who have a complaint or grievance should go to Student Reception and ask to see their Year Coordinator, Director of Student Engagement and Development, Deputy Principal-Head of Senior School or the Principal.

Parents or support people for the student will be contacted and involved in interviews or discussions regarding the matter. Any discipline matters, including suspension, expulsion or exclusion of students will be based on procedural fairness.

- The Principal may exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation has broken down.
- Tara expressly prohibits corporal punishment and actively discourages others from using it. Tara does not sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at School.



### **Junior School Student Discipline Action Plan**

- Level 1 Expected, Appropriate Behaviour
- Level 2 Minor inappropriate behaviour by student; Class or School Rule broken: Teacher counsels student, time out, student given opportunity to correct her behaviour.
- Level 3 Repeated inappropriate behaviour: significant incident of inappropriate behaviour; Class or School Rule broken: Student reports to member of Junior School Executive. Use of Reflection and Discussion Referral Slip.
- Level 4 Extreme or repeated behaviour: Student reports to Head of Junior School or Director of Teaching and Learning Junior School for counselling session and referral to Learning Support Teacher or Counsellor.
- Level 5 Failure to amend repeated behaviour: Head of Junior School will consult with the Principal.

### **Pastoral Care**

A Pastoral Care Program has been established to ensure that all members of the Tara community are supported in their spiritual, emotional and physical well-being. Professional advice and pastoral assistance is provided by the Director of Student Engagement and Development, Head of Junior School, Chaplain, School Counsellors, Class Teachers (Junior School), Mentors (Senior School). Tara accepts responsibility for developing and sustaining a safe and supportive learning community that also fulfils the School's Child Protection responsibilities.

### **Use of Mobile Phones**

Students are discouraged from bringing mobile phones to School.

If Junior School students bring a mobile phone to School, they must have written permission from their parents. The phone must be handed in to the office in the morning and collected in the afternoon.

If Senior School students bring mobile phones to School, the following conditions apply:

- The security of the phone is the student's responsibility unless it is left with Student Reception for safekeeping.
- Phones are not to be used and must be **turned off during class time** and any supervised school activity.
- Students must end conversations when requested by a staff member.
- Mobile phones will be confiscated for one day for a first offence and for three days for a second offence. Parents will be contacted at this time.
- Students are not permitted to take photos of any person without their permission.

### **Substance Abuse**

Tara upholds the legislation relating to the trafficking, possession and use of drugs.

The School educates its students about drug-related issues and appropriate behaviours.

Tara is a Christian community and whilst it is incumbent upon us to model forgiveness and grace we must ensure that the community of the School itself, including all School activities, is safely drug-free.

Matters related to drugs are dealt with at the Principal's discretion and may include counselling, suspension or expulsion. Parent involvement will always be a key factor.

### **Health Care**

The School Nurse provides primary health care to the Tara community, maintaining student medical records and providing professional care in the Health Centre. Her role includes health monitoring and promotion of the benefits of a healthy lifestyle. In addition to her daily care of students, the nurse will also be involved in providing student health education and parenting education.

### **Attendance**

The School should be notified of all absences. In the event of a student being absent, parents are asked to notify the School (Junior or Senior) by phone between 8.00am and 9.00am, as well as send a note on the student's return. For Senior School the email: [studentreception@tara.nsw.edu.au](mailto:studentreception@tara.nsw.edu.au) may be used.

All absences must be accounted for by a written note on return to School, addressed to the Director of Student Engagement and Development (Senior School) or the Class Teacher (Junior School). This letter must be written, signed and dated by the parent or guardian. Requests for short leave should be handed in two days prior to the absence. Medical and dental appointments in school hours should be avoided where at all possible.

## **Anti-Bullying and Harassment Policy and Procedures**

At Tara, Bullying or Harassment is not acceptable in any form. Students and staff have the right to expect that they will be free from the fear of bullying, harassment and intimidation during the School day. Tara aims to be a safe, supportive and respectful teaching and learning community that promotes student well-being. It is committed to developing a safe school community through a whole school and evidence-based approach.

### **Bullying is:**

“Repeated intimidation, over time, of a physical, verbal or psychological nature of a less powerful person by a more powerful person or group of persons.” (Swain, J 1988)

It is intentional and causes distress, hurt or undue pressure.

### **We understand that Bullying:**

- devalues, isolates and frightens.
- affects an individual's ability to achieve.
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

### **Bullying and Harassment can happen in different ways:**

- **verbal – spoken or written** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats of unfair criticism suggestive comments, rumour spreading.
- **physical** e.g. hitting, pushing, rubbing, grabbing, punching, kicking, scratching, tripping, spitting, taking/damaging property, using a weapon.
- **social** e.g. ignoring, excluding, ostracising, alienating including forming groups to leave out, ignoring and disrespect, making inappropriate gestures, looks, stares, facial expressions.
- **sexual** e.g. any unwelcome written, verbal or physical contact of a sexual nature.
- **psychological** e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, voice and text messages, inappropriate use of camera phones, photographic and video images.
- **influencing or organising someone else to bully or harass.**

### **Responding to Bullying and Harassment:**

There are consequences for bullying and harassment.

Students, teachers, parents, caregivers can expect:

- that students will feel safe and be safe at School, free from fear of bullying, harassment and intimidation. This is essential for student well-being and effective learning.
- to know what is expected of them and others in relation to the School Anti-bullying Plan.
- that all students will be provided with appropriate support when bullying occurs.



Students, teachers, parents, caregivers have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole School community.
- actively work together to resolve incidents of bullying behaviour when they occur.

Students can expect to:

- know that their concerns will be responded to by School staff.
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour).
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas.

Parents and caregivers have a responsibility to:

- support their children in all aspects of their learning.
- be aware of the School Anti-bullying Plan and assist their children in understanding bullying behaviour.
- support their children in developing positive responses to incidents of bullying consistent with the School Anti-bullying Plan.



## **School Uniform**

The Tara uniform has been designed so that, worn correctly, it is comfortable, flattering and smart. There is no doubt that a uniform worn well reflects very positively on the individual student and on Tara. Students should be aware that they are representing the School in public places and that the highest expectations of personal presentation apply. Regular uniform checks will be held to ensure that students are correctly dressed at all times.

- The hat is to be worn with School uniform (summer and winter), outside the School grounds.
- Outside the School grounds jumpers or vests are not acceptable as outer garments. Blazers or overcoats should be worn for warmth. In Terms 2 and 3 the Blazer is compulsory as the outer garment when outside the School grounds.
- Only regulation charcoal stockings, navy or white (Senior School only) hair ribbons and clips, and scarves are to be worn. The school shoes must be plain black lace-up styles – unadorned and with a **low**, flat heel and sole. K-2 students wear black leather shoes with a strap.
- Hair should be neat and tidy and not of an artificial colour or style which attracts undue attention. Hair should be off the collar and tied well back from the face.
- Jewellery is not permitted except for plain watches and a single silver or gold stud in the lobe of each ear.
- No make-up (including eyeliner and mascara) or coloured nail polish is to be worn.
- No chewing of gum is allowed.
- Specialist clothing items apply to certain subject areas and year groups. Correct uniforms must be worn for PE and for the range of inter-school sporting activities.
- Regulation Tara backpacks, available from the Tara Uniform Shop, must be used.
- School brooches (Years 3-12) and house badges may be worn.