



**Eltham  
High School**

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# **A - Z GUIDE**

## **for Families**

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## PURPOSE STATEMENT

At Eltham High School each person feels safe to be themselves and challenged to think critically, work in teams, show leadership and achieve success along many pathways.

Eltham High School's Values:

- pursuit of excellence
- creativity
- individuality

Deeds that Count are:

- social and environmental responsibility
- respect for diversity
- integrity



## Attendance at School

When students are absent from school, parental approval is required for that absence (this is a Department of Education and Training requirement). Parental approval for absences can be provided either by;

- Providing a note to the sub school or,
- Via the Compass Parent Portal.

If your child has a pre-arranged absence, you may notify the school prior to their absence.

**Early Departures from School:** A sign out arrangement exists for early departures from school. All students leaving before the end of day must have approval to leave. This requires a note from home so that the student can obtain an Early Leave Pass from the sub-school office. Parents must collect their student from the General Office.

**Extended Absences:** Please contact your child's co-ordinator as soon as you are aware of an extended absence so that support can be put in place for your child.

## Before and After School Programs

Staff make a range of programs available to students, including drama, volleyball, music, choir, debating, and swimming. These involve associated costs and a significant time commitment at key times of the year. A homework club is also available.

## Bike Shed

The school provides a bike shed. This is locked at the start of school and is reopened at the end of the day. While every attempt is made to have bikes secured, this cannot always be guaranteed. All private property and equipment brought to the school is not covered by any school insurances. Students are requested to ensure that any valuable components are not left on their bike and their bike is locked with their own lock at all times.

If a student is unable to take their bike home for the night, please contact the General Office before the end of the day so that alternate arrangements can be made for storage.

## Booklists and Second-hand Textbook Trading

North of the Yarra is our school book supplier. Books are to be ordered online at [www.northoftheyarra.com.au](http://www.northoftheyarra.com.au). The North of the Yarra bookshop is located on Strathallan Road, Macleod (Telephone: 9458 4749). A link direct to the year 7 booklist will be on the Eltham High School website, under the Parent Information tab, as soon as it becomes available.

We are delighted to inform you of the option to trade these second-hand items via the Sustainable School Shop, [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

This service provides access to second-hand textbooks, calculators, stationery, musical equipment, etc all year. Parents can even trade with other parents from different schools and sell items no longer in use at our school. Many schools use this service.

Families are offered a number of levels of access:

- Search only - registering/logging-in to the Sustainable School Shop, searching all the "for sale ads" and gaining the sellers' contact details is free.
- Subscription - an annual subscription costs \$21.95. It allows you to raise "Wanted Ads" through the Eltham High booklist as well as sell unwanted books you might want to get rid of. The system matches the ads of buyers with sellers and notifies the buyer via email
- Single items to sell will cost you \$1.50 each

The system is simple and easy to use - If you don't have a computer, internet access or an email address, please call the Sustainable School Shop for assistance on 0438 743 444. We hope you will make the most of this opportunity and gain the benefit from recycling your student's school items.

## **Camps, Sport, Excursions Fund (CSEF)**

Introduced in 2015, the Victorian Government initiative provides payment for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. The initiative provides \$125 per year for eligible primary school students, with \$225 per year for eligible secondary school students. Payments will go directly to the school and may be allocated to the student by parents/guardians as required. Further information is available at [www.elthamhs.vic.edu.au/parent](http://www.elthamhs.vic.edu.au/parent) information as well as

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx?Redirect=2>

## **Canteen**

The Canteen opens at 8.30am, allowing students to purchase hot or cold drinks. Students are encouraged to pre-order and pay for their lunches either at the beginning of the day or at recess. Our canteen is actively working to reduce waste and has now introduced bamboo packaging and utensils. A group of students are also working with our Canteen Manager to eliminate environmentally unsustainable products such as palm oil. A wide variety of quality foods are available that are seasonal, and cater for student needs. The school aims to provide good quality food at reasonable prices. The menu and price list is in the Parent Information booklet that was provided in the previous mail out. The menu will also appear on the school web page and Community Newsletter in early 2023 and is updated as necessary.

The school also seeks parent help in the Canteen to prepare and sell food at recess and lunch times. This is a great way of meeting other parents and it also helps to keep running costs to a minimum. If you are able to assist please contact the Canteen on 9430 5122.

## **Careers & Work Experience**

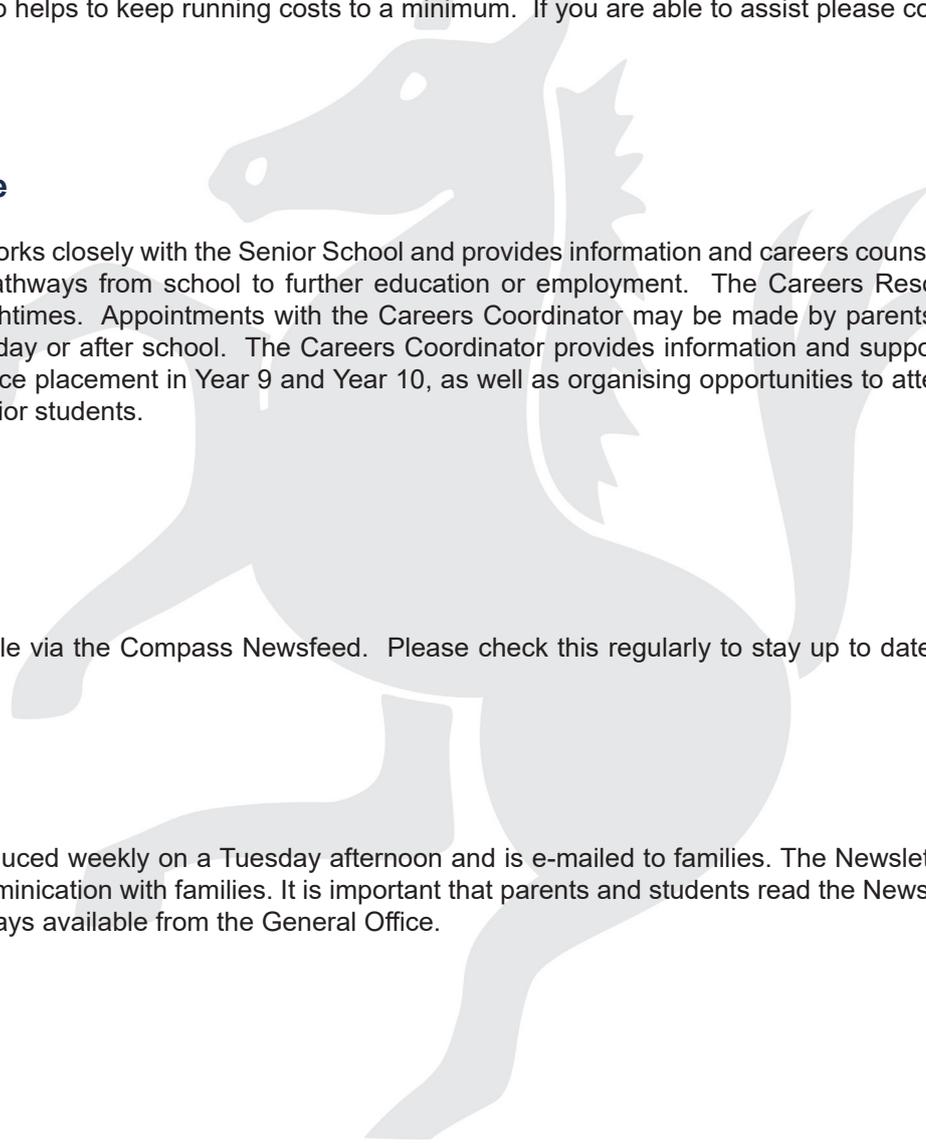
The School Careers Coordinator works closely with the Senior School and provides information and careers counselling to facilitate managed individual pathways from school to further education or employment. The Careers Resource Centre is open to students at lunchtimes. Appointments with the Careers Coordinator may be made by parents and students during the course of the day or after school. The Careers Coordinator provides information and support for students to obtain a work experience placement in Year 9 and Year 10, as well as organising opportunities to attend a range of tertiary institutions for senior students.

## **Compass Newsfeed**

Important daily notices are available via the Compass Newsfeed. Please check this regularly to stay up to date with school news and events.

## **Community Newsletter**

The Community Newsletter is produced weekly on a Tuesday afternoon and is e-mailed to families. The Newsletter is the primary means of general communication with families. It is important that parents and students read the Newsletter each week. Printed copies are always available from the General Office.



## Contact Us

General Office	9430 5111
Web	<a href="http://www.elthamhs.vic.edu.au">www.elthamhs.vic.edu.au</a>
Email	<a href="mailto:eltham.hs@edumail.vic.gov.au">eltham.hs@edumail.vic.gov.au</a>
First Aid	9430 5120
Canteen	9430 5122

The Junior School/Transition Leader for 2023 is Melissa Hughes [huh@elthamhs.vic.edu.au](mailto:huh@elthamhs.vic.edu.au)

The current Junior School Coordinators are:

Jim Petridis	<a href="mailto:pet@elthamhs.vic.edu.au">pet@elthamhs.vic.edu.au</a>
Lauren McNally	<a href="mailto:mna@elthamhs.vic.edu.au">mna@elthamhs.vic.edu.au</a>
Dom Molinari	<a href="mailto:mol@elthamhs.vic.edu.au">mol@elthamhs.vic.edu.au</a>

## Duty Students

Year 7 and 8 students are rostered to perform a day of service to the school each year. Students perform tasks such as assisting in the office, distributing notices, and maintaining shared spaces. Care is taken to ensure students do not miss music lessons or team sport commitments.

## Early Dismissal

Early dismissal is rare and never without prior notice to parents in writing, either in the Community Newsletter or via a Compass news feed. **On the last day of each term students are dismissed at 2.30pm.** Where interschool sport finishes at or before lunchtime, students are required to attend classes in the afternoon.

## Emergency Evacuation and/or Lockdown

The signal for evacuation is the frequent sounding of a siren over the PA system. Students exit classrooms with their teacher, and assemble as directed in the designated evacuation area. Should an evacuation be signalled during break times, students will be directed to the designated evacuation area, where they will assemble with the teacher from their previous class. **Students are not to go to their lockers.**

The signal for a lockdown is the continual sounding of the school bell. Should this occur during break times, students will be directed to return to their previous classroom, where they will be met by their teacher. **Students are not to go to their lockers.**

Regular emergency drills are held throughout the year.

## First Aid

The school provides a First Aid Officer to perform basic treatment to support students if they become unwell or are injured during the day. Any medications brought to the First Aid Officer must be clearly identified on the student's Medical Management Plan (also see the section 'Medical' for further comments). This includes epipens, asthma or diabetes related items.

Medical Management Plans are required for all students with conditions such as asthma, anaphylaxis, epilepsy, diabetes etc. These must be provided to the First Aid Officer. Any changes to a student's medical condition should also be reflected on their Medical Management Plan. An updated copy of the plan must be provided to the First Aid Officer so that we can provide the best possible attention.

If a child has an illness or injury before attending school, you must provide adequate support for your child before they come to school. The first aid facility is to cater for incidents that occur at school – not at home.

If there is an issue that needs immediate attention beyond what the school is able to provide, the child's parent or guardian will be contacted.

There may be times when we need to call an ambulance to manage a particular situation. Parents are advised that Ambulance Victoria charge a call out fee whenever an ambulance is sent to the school to attend to a student. This fee is charged by the Ambulance Service regardless of whether the student is then taken to hospital or not. Any decision to call an ambulance is not taken lightly and the best interest of the student is always our prime consideration. Obtaining the most appropriate care for the student is the deciding factor as to whether or not an ambulance is called. The cost is not a contributing factor. Please note that staff will not transport sick or injured students for medical treatment instead of calling an ambulance. While we hope that your child will never need ambulance support, families might like to consider becoming a member of the Ambulance Service to cover the costs of what can be an expensive trip by ambulance. **Ambulance service costs remain the responsibility of parents/guardians.**

## Helmets

It is both a legal and a school requirement that students wear a helmet while riding a bike or scooter.

## Homework

The nature of home study tasks will vary considerably from subject to subject. The following is a list of some of the tasks that students may be required to do at home:

- Completing class work and set homework tasks
- Reviewing class work (eg worksheets)
- Establish a regular routine to consolidate understanding – summarise, revise
- Undertaking research and developing assignment tasks
- Revising coursework in preparation for tests and exams
- Learning of core vocabulary in each chapter (French or Indonesian)
- Reading novels
- Visiting art exhibitions
- Keeping journals and visual diaries
- Watching films or documentaries
- Reading ahead of schedule (class work)

Parents/guardians can assist students with their homework by:

- Taking an active interest in class work
- Ensuring students have a study area free of distractions
- Helping students to develop a regular study time
- Encourage your child to read books and newspapers for pleasure
- Ask your child about what they have read
- Discuss current media issues

At both Junior and Middle School it is expected that students are undertaking home study on at least 4 nights per week in order to develop positive habits for Senior School.

Year 7 – 60 minutes a day 4 nights a week

Year 9 – 1 ½ hours a day 4 nights a week

Year 11 – 2 hours a day 4 nights a week

Year 8 – 70 minutes a day 4 nights a week

Year 10 – 1 ¾ hours a day 4 nights a week

Year 12 – 2 to 3 hours a day 4 nights a week

## House Leaders and Student Leadership

Students are encouraged to nominate for student leadership opportunities within the school which includes peer support, sporting, music and debating teams. The House Leaders in Senior School act as strong role models for younger students by taking a major role in inter-school sports, forums, fundraising and organising special activities. Students are involved in discussion on many school related issues, and have two members on School Council, providing important contributions to the decision-making process. A Principal's Advisory Group made up of students at all year levels also meets regularly throughout the year.

## Internet and School Network (Intranet)

The school has guidelines for internet use and these should be read in conjunction with the Eltham High School Safe Connections Policy and the Student Cyber Safety Use Agreement signed by all students and families on enrolment. This document sets out acceptable guidelines for use when accessing the internet and the school's network. The form was provided in the Student Enrolment Information booklet and has already been returned to the School. This signed agreement ensures that students are eligible to use the School's internet services.

Students and families need to be aware that breaches of these Guidelines will be viewed seriously and all breaches will involve parents being contacted. Other disciplinary action could include a student's permission to use the network being withdrawn. In certain circumstances legal action involving the police may be taken.

## Insurance - Student Injury

The school does not have insurance coverage for student injury. Parents may wish to take out student injury insurance through a variety of insurance providers that offer this service.

## Insurance - Student Property

All private property and equipment brought to the school is not covered by any school insurances. It is recommended that students do not bring valuable equipment to school. Furthermore, Laptop-Tablets are not covered for loss or theft. Parents are advised to ensure that Laptop-Tablets are covered by their home contents insurance cover.

## Lockers and Locks

Year 7 students will receive a combination lock on Orientation Day, and the cost is included in the Essential Items Fee Charge, payable on or before the Parent Information Evening. Students will be shown how to use their locks in class on Orientation Day, and are encouraged to practise using it during the summer break. New locks can be purchased throughout the year if required, from the Cashier.

Valuable items should not be stored in lockers. While every effort is made to have a secure environment, this cannot always be guaranteed. It is imperative that combinations are kept private. Remember that private property and equipment brought to the school is not covered by any school insurances.

## Lost Property

Lost property is initially received at the General Office, and is then managed by our First Aid Officer. Students are encouraged to ask at the General Office and the First Aid Room concerning any lost property. Please ensure that clothing, books and equipment are clearly labelled and identifiable. Any uncollected and unidentifiable property is donated to charity at the end of each term.

## Medical

The Student Enrolment Confirmation Form, or the Student Information Form (for students enrolling from independent, interstate, or overseas primary schools), must provide up to date information regarding student's medical conditions. Any changes that may occur to their condition must be conveyed to the school's Registrar immediately.

If the student requires prescribed medication of any type, or particular care, requiring a Management Plan, please contact our First Aid Officer, on 9430 5112 to discuss.

## Parent Contact with the School

The school supports and encourages cooperative decision making and parental participation in all aspects of each student's education. Your child's teachers can be easily contacted via the Compass Parent Portal or by calling the school.

## Photographs

All Year 7 students will have photographs taken during Term 1. Dates will be advised via our newsletter and Compass newsfeed. Orders for photos can be made online through the Compass Parent Portal (your unique family login will be mailed out shortly). Packages and pricing will be available through the portal from early 2023. In addition to packages of traditional printed photographs, parents will also be able to purchase a digital copy of their child's photograph. While online ordering is preferred, forms are available upon request from the General Office just prior to photo day in 2023.

## Reports and Assessment

All students in Year 7 undertake Common Assessment Tasks (CATs) in each of their subjects. Performance on these tasks is reported to parents via Compass progressively across the year as they are completed. In addition to this, a Semester Report and Interim Progress Reports are published to parents twice a year.

Interim Reports provide an indication of student progress and achievement ahead of Student Progress Interviews. Semester Reports provide information for parents regarding both Common Assessment Tasks and achievement against Victorian Curriculum standards, as well as feedback on the work habits that students have demonstrated in their subjects.

Information sessions are held early in the school year to ensure that parents are able to navigate Compass effectively and understand how best to support student's in their learning.

## School Council

School Council, which meets monthly and reports to parents via the weekly Community Newsletter, consists of five elected parent representatives, the Principal, four elected Department of Education and Training representatives, as well as four co-opted members (two of whom are Senior School student representatives). Parents are also represented on a number of School Council sub committees: Finance, Planning & Policy Development, Grounds and Environment, Friends of Music and Drama's 'Scrambled Parents'. Parents are always encouraged to participate in these forums and interested families should complete the Parent Volunteer Form included with the Year 7 Enrolment Package.

## School Day

It is important that students arrive at class on time so as not to interrupt lessons. The times for school days are:

Warning Bell	08:50
Period 1	08:55
Change over	10:06
Period 2	10:11
Recess Break	11:22
Period 3	11:52
Lunch	1:03
Period 4	1.55
End of Day	3:06

**On the last day of each term school finishes at 2:21pm.**

## **Sport**

All students are allocated to one of four Sport Houses: Everard (yellow), Andrew (green), Rutter (red) and Stewart (blue). The school conducts House sporting carnivals for swimming and athletics, as well as an annual cross country run. Winners from these competitions may go on to represent the school in the Diamond Valley group, Northern Zone and State Finals. Summer and winter inter-school team sports are organised for all year levels in a wide range of sports. Lunchtime sport activities are organised on a regular basis. Details are published on the sports notice boards in the Stadium, the Compass Newsfeed and the weekly Newsletter.

Year 7 and 8 students undertake a weekly sports program providing them access to a variety of sports. All students are expected to be dressed appropriately for sport, and change their clothes after the lesson. Students should follow the protocols to secure their belongings.

## **Sports/PE Uniform**

The PE uniform is a compulsory uniform for Year 7 and 8 students and must be worn for all PE and Sport classes as well as the Inter School Sports Program. The uniform consists of a polo t-shirt, cap and shorts in school colours.

## **Student Code of Conduct**

All students and their families are referred to the Student Code of Conduct which is outlined as an Annexure to this booklet.

## **Student Progress Interviews**

Student Progress Interviews are conducted each semester. Parents and students are encouraged to take advantage of these opportunities to discuss educational progress with their teachers. If you feel the need to discuss any aspect of your child's schooling at any other time, please do not hesitate to contact the school directly and ask to speak to your child's year level coordinator or teacher.

## **Student Services**

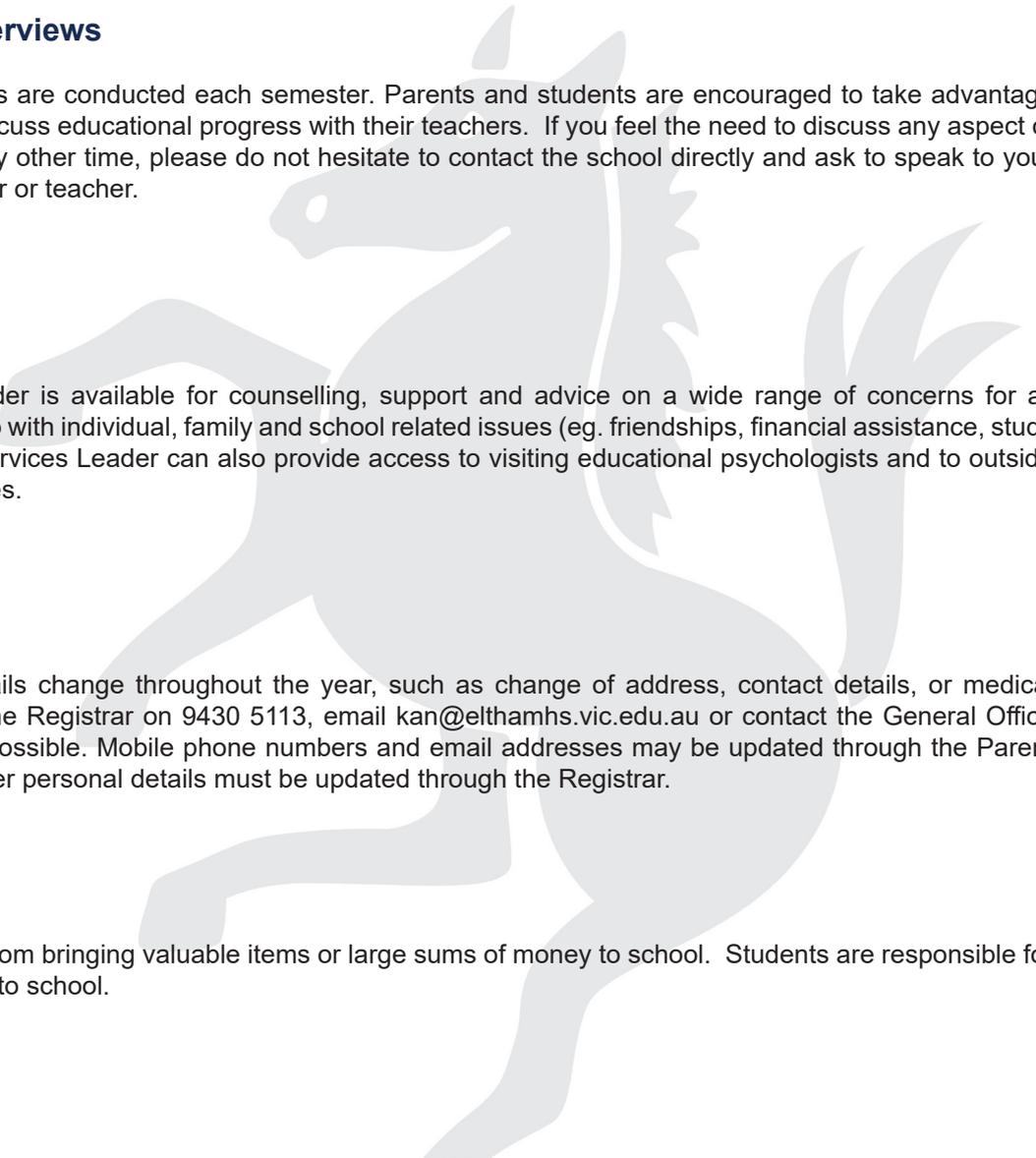
The Student Services Leader is available for counselling, support and advice on a wide range of concerns for all students. This includes help with individual, family and school related issues (eg. friendships, financial assistance, study skills, etc). The Student Services Leader can also provide access to visiting educational psychologists and to outside specific counselling agencies.

## **Updating Information**

If for any reason your details change throughout the year, such as change of address, contact details, or medical conditions, please inform the Registrar on 9430 5113, email [kan@elthamhs.vic.edu.au](mailto:kan@elthamhs.vic.edu.au) or contact the General Office on 9430 5111 as soon as possible. Mobile phone numbers and email addresses may be updated through the Parent Compass Portal, but all other personal details must be updated through the Registrar.

## **Valuables**

Students are discouraged from bringing valuable items or large sums of money to school. Students are responsible for any valuable items brought to school.



## **Volunteers**

Parent support is vital for our school. There are many opportunities for volunteers ranging from helping in the Canteen, attending Working Bees, assisting the Friends of Music Group or Drama's 'Scrambled Parents'. A Parent Volunteer expression of interest sheet was provided at the back of the Yr 7 Enrolment Package. Please feel free to contact the General Office by telephoning 9430 5111 to express your interest in volunteering at any time.

## **Working Bees**

Parents and students are encouraged to participate in Working Bees at the school. These are held regularly throughout the year and are a great way of improving the amenity of the school, as well as meeting other parents and school staff. Please review the dates below and mark your home calendar with the preferred dates. If you are unable to attend, perhaps you could send the school a donation to help with the grounds improvements.

Working bees commence at 9:00am and conclude at 12:30pm. Morning tea and a BBQ lunch are provided. Dates for 2023 will be advised once finalised.

## 2023 Term Dates

30 January	First day of Term 1 for Year 7, 11 and 12 students
31 January	First day of Term 1 for Year 8, 9 and 10 students
6 April	Last day of Term 1
24 April	Term 2 commences
23 June	Last day of Term 2
10 July	Term 3 commences
15 September	Last day of Term 3
2 October	Term 4 commences
20 December	Last day of school

Student Progress Interviews, Student free days (report writing and teacher professional development) will be scheduled during the year and these dates will be published via the Community Newsletter.

**Please note: School finishes at 2:21pm on the last day of each term.**

A full calendar of events is available via the Compass Parent Portal. This is regularly updated.

# ANNEXURE

## Student Code of Conduct

Eltham High School is committed to providing a strong foundation for students learning through a whole-school approach to student engagement and wellbeing. Student engagement, well-being, welfare and discipline issues are the collective responsibility of all members of the school community, who work together to ensure that the school is a harmonious and worthwhile place to be, where rights are respected and students are supported and encouraged to strive for excellence. Rights can only be enjoyed when they are protected by the responsibility of the whole school community. Responsibilities are expressed in a range of forms, including the provision of a code of conduct that state the rules which ensure rights are being protected, and indicates reasonable expectations of behaviour in the school community.

At Eltham High School, each person feels safe to be themselves and challenged to think critically, to work in teams, show leadership, and achieve success along many pathways. Our school values the pursuit of excellence, individuality and creativity. The motto of “Deeds Count” promotes social and environmental responsibility, respect for diversity, and the development of integrity. The focus at Eltham High School is on each student’s right to experience an education system which values their uniqueness, enables positive relationships, and supports them to become successful adults who are able to make valuable contribution to society. The school has built a tradition of fairness and respect, and all members of the community work to create a safe and supportive school environment. Students and staff and parents/carers are expected to demonstrate positive and respectful relationships that value diversity. The school promotes positive values and behaviours, and has programs that encourage student participation, leadership and voice. We respond to individual student learning and well-being, and proactively engage with parents and carers. To support engagement and connectedness, the school links students to one of three sub-schools.

## Rights and Responsibilities of Students

<b>Students have a right to:</b>	<b>Students have a responsibility to:</b>
<ul style="list-style-type: none"> <li>• Work in a safe and supportive environment where, without intimidation, bullying (including cyberbullying) or harassment, they are able to fully develop their talents, interests and achieve success along many pathways.</li> <li>• Participate fully in the school’s educational program.</li> <li>• Work in an environment which recognises and caters for their individual learning need.</li> <li>• Have their opinions heard, and be listened to.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate fully in the school’s educational program. They should attend regularly, be punctual and meet deadlines.</li> <li>• Develop positive and respectful relationships with their peers, teachers and all other members of the school community.</li> <li>• Model the school’s Purpose Statement, values and motto of “Deeds Count”.</li> <li>• Take responsibility for their own learning.</li> <li>• Work collaboratively with others, understanding that we can all learn from one another.</li> <li>• Reflect and seek continuous improvement, working towards personal success.</li> </ul>

## Rights and Responsibilities of Staff

<b>Staff members have a right to:</b>	<b>Staff members have a responsibility to:</b>
<ul style="list-style-type: none"> <li>• Work in a safe and supportive environment free from intimidation, bullying (including Cyberbullying) or harassment.</li> <li>• Expect that they will be able to teach in an orderly and cooperative environment.</li> <li>• Be informed, within Privacy guidelines, about matters pertaining to students that will affect the teaching and learning program for that student.</li> <li>• Ongoing professional learning to support their growth and development in teaching and learning as effective educational professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Fairly, reasonably and consistently implement the engagement policy.</li> <li>• Have empathy, and create and maintain a safe, stimulating and challenging learning environment.</li> <li>• Generate and nurture positive relationships with other members of the school community.</li> <li>• Critically reflect on professional practice to continually improve the quality of their work and learning.</li> <li>• Recognise that people learn in different ways and cater for this diversity in their classrooms.</li> <li>• Plan and assess for effective learning and regularly provide meaningful feedback to students and their parents that promotes learning and growth.</li> <li>• Model ethical and moral behaviours that clearly demonstrate community values.</li> </ul>

## Rights and Responsibilities of Parents/Carers

Parents/carers have a right to:	Parents/carers have a responsibility to:
<ul style="list-style-type: none"> <li>• Expect that their children will be educated in a safe, supportive and inclusive environment in which the rights of others are encouraged.</li> <li>• Expect respectful and constructive behaviours from staff and others in the school community.</li> <li>• Expect that the school will communicate with them through the Community Newsletter, Student Progress Interview sessions, student support group meetings and other ways as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours.</li> <li>• Ensure their child's regular attendance and punctuality to school.</li> <li>• Engage in regular and constructive communication with the school regarding their child's learning.</li> <li>• Support the school in maintaining a safe and respectful learning environment for all students.</li> <li>• Support activities which extend student's academic, physical, emotional and social development.</li> </ul>

## Shared Expectations

### Class Room Rules

Come to class ready to learn

- On time. If late you will be required to get a Late Pass from the Compass Kiosk.
- With all required equipment, including a charged laptop.
- Dressed appropriately allowing you to engage fully in all class activities.

### Show respect

- Work cooperatively with your teacher, follow any instructions the first time you are asked.
- Focus on your learning, and not interfere with the learning opportunities of others.
- Listen to and respect the opinions of others.
- Behave in an orderly manner.
- Treat all equipment and furniture respectfully. This includes not bringing food or drink (include chewing gum) to class. Water bottles may be bought to class.

## School Rules

### 1. Cooperate with instructions

Cooperate with reasonable instructions and directions from staff at all times.

### 2. Follow all school attendance procedures

- After arriving at school students must not leave the grounds without permission from level co-ordinators.
- Students may not leave the grounds to go to the Leisure Centre.
- Students are not to be on the perimeter of the school before school or during class time, unless they have permission.
- When it is necessary to leave the classroom during class time, a pass from the class teacher is required.
- In case of illness at school, students should obtain a pass to attend the First Aid Room from their classroom teacher.
- In the case of a student feeling unwell during break times they can make their way directly to the First Aid Room.
- Parent/guardians are to complete Compass documentation when a student has been absent from school.
- For late arrival report to your classroom teacher with a late pass printed at the Compass Kiosk in the General Office area. Repeated unexcused lateness will be monitored by the sub-school coordinator. Lateness is disadvantageous to the learning of the student and interferes with the learning opportunities of others.
- For early leaving a note should be brought to the Sub-School (or General Office if the sub-school is unattended) before school, at recess or at lunch-time and a coordinator will issue a pass. A parent/carer should sign the student out at the General Office.
- VCE students who have private study periods should observe attendance requirements as outlined by the Senior School coordinators, and not leave the school grounds. Year 12 students who have no further classes for the day are permitted to leave the school.

### 3. Behaviour travelling to and from school

- Behaviour toward other students and members of the community should always be respectful.
- Students should not engage in activities which endanger themselves or the public, such as skateboarding or cycling in a dangerous manner. Bikes, skateboards and scooters should be ridden responsibly at all times.
- Students should arrive at school with sufficient time to get to class punctually. Students should walk promptly to lockers, and not gather outside the vicinity of the school grounds.
- A helmet must be worn if riding a bicycle or a scooter. After arriving students must ensure the bicycle or scooter is chained and locked in the Bike Shed.
- Students must park outside the grounds if driving a car to school. Students who drive cars to school must be aware that DET regulations do not allow them to use the car or to transport other students in private vehicles during school hours.
- On public transport, students should behave safely and appropriately.
- Bikes, skateboards and roller blades must not be used in the school grounds.

### 4. Behaviour in the Grounds

- Care must be taken of the grounds, the gardens, the recreation facilities and the school buildings.
- Students should not take bags into the grounds at lunchtime or recess.
- Spitting, littering and vandalism are prohibited, as is graffiti and other forms of property damage.
- Students should use the basketball and tennis courts fairly and appropriately. All students should have reasonable access to the courts.
- Students should not be in the vicinity of vehicles, and must not under any circumstances, interfere with vehicles parked in or around school grounds. No games should be played near the cars. No ball games are allowed in the courtyard areas.
- Students must not have visitors in the school grounds without permission from one of the Assistant Principals.
- Report the presence of uninvited visitors to a duty teacher or an Assistant Principal immediately.

### 5. Out of Bounds Areas

Out of bounds areas to students:

- Building project areas.
- The complete Withers Way fence line with the exception of the section of the front of the school under the Lone Pine.
- The Ely Street fence line and behind classrooms 901 and 902.
- The western end of 400's wing, beyond and behind the 400's, and the garden areas.
- Roofs, plant rooms, switchboard rooms, staffrooms and garden beds.
- All carparks.
- Staffrooms, classrooms, and the bike shed are out of bounds to students unless they have been given specific permission, or it is part of their duties, to be in that area.

### 6. Lockers

- Students are to avoid returning to their locker between or during classes by taking all quipment required for each session – Period 1 and 2, after recess to period 3, and after lunch to period 4.
- Lockers are provided for the security of students' property, they should not be interfered with by other students. The school has the right to access students' lockers
- Students must keep their code for their combination lock private.

### 7. Dress Code/Uniform requirements

- Students are to choose appropriate clothing and footwear for the school. Their choice must reflect the educational nature of the school. Items such as brief clothing (including bare midriffs, singlets, short shorts, low-cut tops), spike jewellery and clothing with offensive slogans and pictures are not suitable. Clothing and footwear should protect students from sun exposure. Thongs are not appropriate footwear. Slip-on shoes are unsuitable and sandals are discouraged as they may prohibit students from participating in a wide range of subjects. Health and safety standards require protective clothing and solid footwear in some subjects; and
- Uniforms and specific dress codes are required for some activities. They include such areas as band performances, debating performances, and overseas trips. As well as having uniforms for P.E classes and sporting events, students are expected to be equipped with sunscreen and to use it appropriately.

## **8. Excursions, camps and performances**

Students are representing the school on excursions, camps and at performances. They need to be aware of the safety issues involved in these activities. Students must:

- Be polite and respectful to each other, their teachers and members of the public.
- Cooperate with instructions carefully and be dressed appropriately.
- Behave appropriately on the transport provided and participate in the activities provided.
- Use hats and bring and apply sunscreen for outdoor activities.

## **9. Vandalism or Theft**

- Students must not damage school property, or student or staff property.
- Theft of school, student or staff property is a serious offence.

## **10. Harassment, Bullying and Intimidation**

- Students must not physically, verbally or in any other way harass or bully other students, staff or other members of the school community at any time; and
- All students are required to complete the Eltham High School "Safe Connections" Agreement. This outlines the school's approach and expectations of students in relation to cyber safety.

## **11. Prohibited substances**

- It is illegal for students to have in their possession substances such as cigarettes, smoking materials, alcohol, illegal drugs, or to use any of these substances at school, on the way to or from school or at school events. Dangerous items – weapons such as knives, slingshots, cap-guns, laser-pointers – are banned;
- Thick felt pens, specifically permanent marking pens or paint pens and steel rulers (except for Visual Communication & Design enrolled students) are not to be brought to school because of the damage that they can cause to school property;
- Aerosols, including spray deodorants are not permitted at school;
- Prohibited items will be confiscated;
- Bags may be subject to searches by the Principal, an Assistant Principal, coordinator or teacher-in charge of a camp or excursion. There should be reasonable grounds for the search, and these shall be explained to the student.
- Referral to Police will occur in the relevant instances relating to prohibited substances.

## **Consequences**

The consequences of engaged learning, and appropriate behaviour are positive and include:

- Feeling valued and cared for, with strong emotional engagement in the school culture;
- Intrinsic motivation, resulting in enhanced learning and confidence; and
- Full participation in the academic, social and extracurricular activities of the school

Eltham High School fosters a cohesive and consistent response to poor attendance or to inappropriate behaviour. Consequences as outlined in the Student Engagement Policy are developed in consultation with and agreed on by representatives from the whole-school community, including students. Actions and consequences are incremental, in staged responses, except in cases where immediate danger to others is involved. Consequences have an educational role, with the aim of restoring relationships, improving conflict resolution skills, and modelling cooperative, constructive behaviours. Retaining the dignity of the student is paramount in applying consequences. Parents/carers, the Principal or Assistant Principals, sub-school coordinators, student wellbeing staff, and other relevant support workers may contribute to student support group meetings regarding the student with attendance issues, or whose behaviour is inappropriate.

Where others' rights are infringed, or responsibilities not met, the school or classroom rules ignored and inappropriate behaviour displayed, consistent and fair consequences will be applied. Classroom teachers establish predictable, fair and democratic classrooms, and implement the school's Student Engagement Policy and the Student Code of Conduct. Students are responsible to the teacher and class for disruption of the positive learning environment. The consequences of unacceptable behaviour will vary according to the behaviour and the context. Students will be informed about the consequences that are most likely to result from breaking particular rules. As well as being breaches of school rules, some of these breaches may infringe existing legislation and may have legal consequences.

Teachers will initiate a graduated series of responses, supported by the sub-school coordinators, and the Principal and Assistant Principals, and the Student Services Wellbeing Team.