



Arthur Phillip High School

Policies & Agreement Handbook

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These policies have been summarised for your convenience.
To read the policy in full you can visit our website:

<https://arthurphil-h.schools.nsw.gov.au/>

ATTENDANCE POLICY

Attendance is a shared responsibility between the school, parents/carers and student. All students are expected to attend school each day. Under the **Education Act (1990)** parents and guardians are legally responsible for the enrolment and regular attendance of all children in their care until the age of 17.

It is the responsibility of the parent to ensure:

- students are at school when it is open for instruction
- students arrive at school on time
- students arriving late to school must justify the lateness with a note
- students provide the school with updated contact details
- students provide the school with a reasonable explanation of absenteeism
- student absence is justified within 7 days
- students apply in advance for extended leave and an **exemption** must be **approved** by the school **principal**

Parents can communicate with the school regarding an explanation of absenteeism by

- a written note from a parent/carer
- SMS text message to the school
- logging into the parent portal
- emailing the school
- telephoning the school

Late Arrivals, Early Leavers and Truancy

Parents must ensure that their child **arrives at school before school commences**. Under exceptional circumstances a student may be late to school.

Acceptable reasons for lateness: doctor's appointment, unexpected emergency or transport delays.

Students who **arrive late to school must report to Student Services on Lower Ground**. If the student does not present with an acceptable reason/note the student will be issued with a **Recess 1 Detention**.

If a student is required to **leave school early** they must present a **signed note before the end of Recess 1 to the SASS staff on their Homebase**. Parents/carers may be contacted to ensure the authenticity of the note. The student will then be issued with an **Early Leavers Slip** which must be shown to the teacher of that lesson at the time of departure. Students are required to report to **Students Services** on the **Lower Ground** before departing school.

Students are expected to be present in each period of the school day. Partial and fractional truanancies are recorded for students who fail to attend each period without a reasonable explanation.

WELLBEING POLICY

Arthur Phillip High School aims to provide a safe and positive learning environment in which all students are encouraged to reach their individual maximum potential. Student Welfare is the responsibility of all members of the whole school community. It is the foundation of an effective teaching and learning environment that encompasses all initiatives undertaken by the school community to meet the personal, social and learning needs of students.

Students are expected to :

- attend school everyday
- be prepared for lessons
- adhere to our uniform policy
- behave safely and responsibly at all times
- show respect to teachers, school staff and each other
- care for property belonging to themselves, the school and others
- understand that anti-social behaviour will not be tolerated

ASSESSMENT POLICY

Assessment tasks assess a student's skills and understanding and the degree to which they meet the Performance Descriptors. Assessment programs include a number of tasks including exams, research assignments, practical projects, performances, field work and laboratory reports.

Students are expected to :

- attempt all assessment tasks to the best of their ability
- organise a study schedule and be familiar with course schedules
- ask for assistance from teachers and attend Study Hall
- ensure assignments are all their own work
- submit all assessment tasks on time
- provide documented evidence to support an illness/misadventure claim

TECHNOLOGY POLICY

Arthur Phillip High School integrates technology across a broad range of teaching and learning experiences. The online learning platforms **Hapara and Google Classroom** provide students with 24 hour access to their curriculum and course work.

Students are expected to:

- be responsible for their device at school
- ensure all online communication is related to learning
- keep passwords confidential
- ensure all communication is appropriate and respectful
- never send or publish threatening, bullying or harassing messages
- ensure they have legally obtained software and licences
- ensure they do not plagiarise information
- recognise that they will be held responsible for any breaches caused by them or by them allowing another person to use their e-learning account
- ensure any material published has the approval of the principal

PERSONAL DEVICES POLICY

Arthur Phillip High School prefers that students NOT bring personal electronic devices to school as they are often a distraction unless they are appropriate in supporting a student's learning.

Students are expected to:

- recognise that the school accepts NO responsibility for devices that are bought to school
- **switch off and locked away** any personal devices and/or earphones in the locker provided to them
- understand that a personal device cannot be used as a musical device, timepiece or calculator anytime during the school day
- **understand that if they are found with a personal device during the school day it will be confiscated and returned to a parent/carer at a mutually convenient time**
- follow the STRIVE values and be respectful when their device is confiscated
- recognise that infractions for use of personal devices will be recorded and monitored by staff, Year Advisers and Stage Deputy Principals

SOCIAL MEDIA POLICY

Social Media is a group of online applications that allow people to easily publish, share and discuss content.

Students are expected to recognise:

- **Privacy:** Students should not post personally identifiable information about themselves or other students.
- **Security:** You are responsible for anything posted in your name. Keep passwords and IDs secure.
- **Cyberbullying:** Do not engage in cyberbullying and report it if you are a victim of cyberbullying.
- **Appropriate Language:** Use appropriate language. Remember that how you say something is as important as what you say. Avoid exaggeration, provocation and sarcasm.
- **Respect.** Be respectful to others. Be fair and accurate in what you post. Be informative, thoughtful and interesting. Do not say anything online that you would not say in person. Do not make defamatory remarks online, make racial slurs or use inappropriate language.
- **Tolerance:** Be as tolerant of others' opinions as you expect them to be of your opinions. It is okay to disagree in a discussion but always remain respectful.
- **Appropriateness:** Contribute to social media sites respectfully and appropriately.

UNIFORM POLICY

It has been agreed by our school community (parents, students and staff) that students are to wear a school uniform. This is clearly stated in the school's PB4L expectations **STRIVE** and relates to our commitment in keeping all of our students safe.

Students are expected to:

- **wear full school uniform at all times** including hard black leather shoes
- bring necessary **protective clothing** for practical lessons
- **bring a note** from home explaining the reason why you are unable to wear the uniform giving a clear indication of when you will rectify the problem with your uniform
- **bring your PE /Sport uniform** on the days you are required to participate in physical activity
- keep **jewellery and make-up to a minimum (no large earrings)**
- fingernails must be trimmed to an appropriate length
- only wear **nail polish** of a **neutral colour**
- recognise that by wearing full school uniform at all times you are enhancing the school's image in the community and promoting public education

Senior Girls	Senior Boys
<ul style="list-style-type: none"> • White blouse with school logo, short or long sleeved • Navy blue skirt with red pinstripe • Lowes APHS plain navy blue shorts or long pants (Patterns, checks, stripes, artwork denim, commercial tracksuit pants or jeans are NOT acceptable.) • Plain black hard leather (lace-up, Velcro) shoes (not boots) with black laces. <u>Shoes must enclose whole foot.</u> (Shoes with patterns, white or any colour trim other than black are unacceptable) • APHS navy wool blend jumper with school logo • APHS jacket / blazer with school logo • School tie 	<ul style="list-style-type: none"> • White shirt with school logo, short or long sleeved • Lowes APHS plain navy blue shorts or long pants (Patterns, checks, stripes, artwork denim, commercial tracksuit pants or jeans are NOT acceptable.) • Plain black hard leather (lace-up, Velcro) shoes (not boots) with black laces. <u>Shoes must enclose whole foot.</u> (Shoes with patterns, white or any colour trim other than black are unacceptable) • APHS navy wool blend jumper with school logo • APHS jacket / blazer • School tie
Junior Girls	Junior Boys
<ul style="list-style-type: none"> • Navy / White polo shirt with school logo, short or long sleeved • Navy blue skirt with red pinstripe • Lowes APHS plain navy blue shorts or long pants (Patterns, checks, stripes, artwork denim, commercial tracksuit pants or jeans are NOT acceptable.) • Plain black hard leather (lace-up, Velcro) shoes (not boots) with black laces. <u>Shoes must enclose whole foot.</u> (Shoes with patterns, white or any colour trim other than black are unacceptable) • APHS jacket (Not the APHS tracksuit jacket – which is only worn for Sport/PE sessions.) 	<ul style="list-style-type: none"> • Blue / White polo shirt with school logo, short or long sleeved • Plain navy blue shorts or long pants (Patterns, checks, stripes, artwork denim, commercial tracksuit pants or jeans are NOT acceptable.) • Plain black hard leather (lace-up, Velcro) shoes (not boots) with black laces. <u>Shoes must enclose whole foot.</u> (Shoes with patterns, white or any colour trim other than black are unacceptable) • APHS jacket (Not the APHS tracksuit jacket – which is only worn for Sport/PE sessions.)
PE/Sport Uniform	PE/Sport Uniform
<ul style="list-style-type: none"> • APHS Sport shirt • APHS Navy Sport shorts • APHS Navy Sport Track pants • APHS Sport Track Jacket • Sport shoes (white lace-up joggers/sneakers) 	<ul style="list-style-type: none"> • APHS Sport shirt • APHS Navy Sport shorts • APHS Navy Sport Track pants • APHS Sport Track Jacket • Sport shoes (white lace-up joggers/sneakers)
<p>NOTE: Sports uniform must NOT be worn to school, but rather changed into for Sport / PE / Dance. Students must change back into their full school uniform if they have classes other than Sport / PE / Dance afterwards.</p> <p>Students are NOT to wear short sleeved tops with long sleeved tops underneath. Students need to purchase a long sleeved polo/shirt. No student is to wear leggings with their skirt. You may wear stockings OR a long skirt OR pants.</p> <p>Socks must be plain white or black and be ankle high OR knee high in length.</p>	

Uniform Suppliers

Uniforms can **ONLY** be purchased at **Lowes Parramatta**.

- If you cannot find a uniform item **DO NOT BUY** an alternative item even if it resembles Arthur Phillip High School uniform **OR** your child tells you it is 'allowed'.
- Hoodies are **banned** from APHS as they pose a serious safety risk to students and staff.
- Additional clothing for warmth – these may **ONLY** be worn under items of uniform and **MUST NOT** be visible.
- Headwear –all headwear must be navy blue with no logos.
- Clothing items with offensive or inappropriate writing, logos or images are banned from the school in accordance with Department of Education (DoE) Policy

Acceptable Footwear

The school expects students to follow **DoE Policy** and the **WHS Act 2009** by wearing **enclosed black hard leather, lace-up shoes**. They must cover the whole top of the foot and have a low heel. Failure to wear this type of shoe may result in temporary **exclusion** from a practical subject.



Unacceptable Footwear



STUDENT ACCESS CARD POLICY

Access in and out of the building is controlled and closely monitored by sophisticated technology. All students will have their own swipe card, which will govern the access they have to all parts of the school building. The school will be responsible for providing an access card and lanyard to every student. If a student loses their access card and/or lanyard they will be responsible for paying for a replacement card and/or lanyard.

Students are expected to:

- use their swipe card appropriately and respectfully
- swipe their access card when entering to school to record their attendance at school
- swipe their access card at the end of the day recording that they have left school grounds
- be responsible for paying for a replacement card and/or lanyard if lost
- be responsible and bring their access card to school each day

Misuse of the Access Card

student misuse of their access card includes:

- giving their card to another person to access the school
- using another student's card to access the school
- trying to access an area of the school they do not have permission
- deliberately vandalising or defacing an access card
- trying to tailgate another student through the turnstiles
- continually forgetting to bring their access card to school

These incidents will be recorded on SENTRAL as a negative incident and on the first occasion a student will receive a **Recess OR After School Detention**. Any further occasions will result in a **formal caution** / warning to suspend OR a possible **suspension** for breach of the school's **STRIVE code**.

PROHIBITED ITEMS

APHS PROHIBITS the following items: **CHEWING GUM; HOODIES; PERMANENT MARKERS** and **AEROSOLS**.

Student and Carer Agreement

I have read the following summaries of Arthur Phillip High School policies and understand that the I can read the policy in full on the school website. I have **read and understand my responsibilities** and I **agree to adhere to the expectations set out in the following policies:**

I have read the following Arthur Phillip High School policies and I understand my **responsibilities** and I **agree to adhere to the expectations** set out in each policy:

Attendance Policy	<input type="radio"/> Agree
Wellbeing Policy	<input type="radio"/> Agree
Assessment Policy	<input type="radio"/> Agree
Technology Policy	<input type="radio"/> Agree
Personal Device Policy	<input type="radio"/> Agree
Social Media Policy	<input type="radio"/> Agree
Uniform Policy	<input type="radio"/> Agree
Student Access Card Policy	<input type="radio"/> Agree
Prohibited Items	<input type="radio"/> Agree

I (parent/carers name) _____

agree to adhere to the expectations set out in each policy and will ensure my child

(name) _____

will follow the school rules and expectations set out in these policies.

Parent/Carer signature: _____

Student Signature: _____