

Uniform

The process of dealing with uniform issues:

Uniform monitoring is the responsibility of all teachers.

Non uniform that can easily be removed; e.g. Tee-shirt, jewellery, jackets, scarf.

Ask the student to remove the item and put it in their bag, write a note in logbook (be specific).

If you are writing a note for "Out of Uniform" and notice one has already been written that day, put a referral into the dean. This is to be written.

Non uniform that cannot easily be removed; e.g. shoes, trousers, skirt

Ask the student to show you their log book. The Deputy Principal should have signed the note from home regarding reason. If there is no note, teacher writes a note to parent asking for one.

Form Teachers/Teachers:

Send a student out of uniform to the Deputy Principal responsible at the end of the lesson or at form time.

Deputy Principal:

Deputy Principal will follow up uniform issues with the objective of having all students in the correct uniform. A note will be written in the logbook by the DP.

Students are not to be deprived of their lessons because they are out of uniform.

Cell phones and Electronic Devices

Inform students at the start of the year the school rules that apply.

Unless students are using them specifically for learning and have permission from the class teacher, these are to be off and placed in bags or purple box at all times.

1. Ask for it to be turned off and put away. Remind students of the expectations and the consequences for any further breach.
2. If a further incident occurs ask for the device. If asking for the device causes an unreasonable reaction that is disruptive then inform the students if they choose to refuse your request, it will be referred to a Dean or AP/ DP. If you decide the device should be confiscated, hand it to the AP/DP with a written explanation of why the device has been confiscated.

When a device is received by an AP/ DP the incident is recorded on kamar and a note in the logbook.

The following also applies:

First log – device kept secure and a note is put in logbook.

Second log –device kept secure for 24 hours and contact is made with home.

Third log – Phone is confiscated until parents are able to come and pick it up.

Note: If a device is used improperly outside of the lesson time then the above procedure can apply. But, it is important in this situation the improper use is clearly documented when referring to a Dean or DP.