



WAVERLEY COLLEGE

2021 A-Z of Student Wellbeing

A

ABORIGINAL AND TORRES STRAIT ISLANDER EDUCATION

Waverley College is committed to encouraging and supporting Aboriginal and Torres Strait Islander students, families and staff to access and participate in Catholic education. We will foster collaborative authentic partnerships with the families and broader communities supporting these students. We encourage all of our students to take pride in Aboriginal and Torres Strait Islander history and heritage and to embrace and celebrate cultures. We are committed to furthering Reconciliation through conscious and deliberate curriculum and extra-curricular programs, immersions and social justice initiatives.

ABSENCE

Regular attendance at school is essential to assist students to maximise their potential. It is the family's responsibility to notify the school by 10.00am when their son is absent.

Submit your sons absence on the SkoolBag App via EForms

Alternatively:

Senior School P: 9369 0632 Junior School P: 9387 5022

A text message will be sent to the parents' nominated mobile phone at approximately 11.00am each day if a student has not been marked present in class. If your son is marked absent and this is incorrect, you will have seven days from the date of the absence to advise your son's Head of House, or update via the school's portal, why your son was marked absent at Wellbeing. After seven days the absence will remain as unauthorised leave.

AGGRESSION

Aggression relates to words or actions (both overt and covert) that are directed towards another and intended to harm, distress, coerce or cause fear. This is not acceptable at Waverley College.

ANTISOCIAL BEHAVIOUR PATTERN

An antisocial behaviour pattern is one of repeated behaviour that violates, and shows disregard for, the social values, norms and legal rules established by a community. Typical behaviours in an antisocial behaviour pattern include: getting into fights, harassment, bullying, physical assault, running away from home, stealing, vandalism, persistently lying, using illegal drugs and misusing alcohol. This is not acceptable at Waverley College.

APPOINTMENTS

Wherever possible personal appointments (eg. doctors appointments, driving test) should be made outside of school hours. If appointments or early departure are unavoidable, parents should send an email to their son's Head of House or make a note in their son's diary detailing the reason for leave and whether the student is leaving on their own or being collected.

We understand that from time to time last minute medical appointments are necessary. When this happens please call the Wellbeing Reception (9369 0722) to advise that your son has to go to a medical appointment, so that we can arrange for him to be taken out of class. Please do not just arrive at Reception requesting to collect your son, as this causes disruption in their class.

Senior College

The Head of House will authorise an exit pass for the student, who must report to the Wellbeing Centre before leaving the school grounds.

Junior College

Students must report to reception before leaving the school grounds and must be collected by a parent.

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ASSISTANCE

Where to go for help outside of school:

In Case of Emergency Tel: 000	
 <p>headspace National Youth Mental Health Foundation</p>	<p>Head Space Tel: 1800 650 890 Web: www.headspace.org.au</p>
 <p>Kids Helpline 1800 55 1800</p>	<p>Kids Helpline Tel: 1800 551 800 Web: www.kidshelpline.com.au</p>
<p>Office of the Children's eSafety Commissioner</p>	<p>Office of the Children's eSafety Commissioner (online bullying) Tel: 1800 880 176 Web: www.esafety.gov.au</p>
 <p>THE LINE</p>	<p>The Line (for those concerned about their own behaviour) Tel: 1800 695 463 Web: www.theline.org.au/get-help</p>
 <p>beyondblue Depression Anxiety</p>	<p>Youth Beyond Blue Tel: 1300 22 4636 Web: www.youthbeyondblue.com</p>
 <p>Black Dog Institute</p>	<p>Black Dog Institute Tel: 9382 2991 Web: www.blackdoginstitute.org.au</p>
 <p>Anti-Discrimination Board of New South Wales</p>	<p>Anti-discrimination board Tel: 9268 5544 Web: www.antidiscrimination.justice.nsw.gov.au</p>
 <p>Lifeline</p>	<p>Lifeline Tel: 13 1114 Web: www.lifeline.org.au</p>
 <p>REACH OUT.COM</p>	<p>Reachout - Online Forums/ Chat Room Support Web: https://au.reachout.com/forums</p>
 <p>teen line teens helping teens</p>	<p>Teen line - This is a US based website Web: https://teenlineonline.org</p>
 <p>Talk it over Mens Line AUSTRALIA</p>	<p>Mens line Tel: 1300 78 9978 Web: https://mensline.org.au</p>

B

BAGS

The Waverley College backpack is the only approved school bag for use by students. Waverley College branded sports bags and hav-a-saks may only be used to keep sports gear separate. Tour bags and non-Waverley bags are prohibited. School bags are to be left in lockers during the school day. All bags should be clearly labelled with the student's name. Large sporting equipment may be left with the student's Head of House (senior students), Director of Junior School (junior students).

BICYCLES

Cycling to school is acceptable at the discretion of parents, however, parents should be aware that the roads around Waverley are very busy, with few bike lanes that connect.

- Bicycles are not to be ridden in the school grounds.
- Waverley's Insurance does not cover the loss, damage or theft of bicycles stored on campus. Parents should ensure they have household contents insurance to cover this eventuality.
- Bicycles must be parked in allocated spaces and secured with a lock.

BREAKFAST

Every student should eat breakfast at the start of the day. Breakfast is the most important meal of the day and students who do not eat breakfast are less able to learn. Growing boys need a big and healthy breakfast. Both the Junior and Senior canteens sell breakfast if for any reason breakfast at home is not possible.

BOOKHIRE

Good care should be taken of hired school books as any damage will be charged to the student's school account.

BULLYING POLICY

Waverley College is committed to providing all staff, students and community members with an inclusive environment that values diversity and respects difference. Each person is to be treated with courtesy and respect in a fair and just manner. All members of the College have a responsibility to ensure a safe and supportive community, which fosters growth, self-esteem and positive interpersonal relationships. Bullying, racism, homophobia/transphobia, sexism or any other form of discrimination, harassment or violence damages relationships and is therefore completely unacceptable.

The national definition of bullying for Australian schools says that "Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert)."

Bullying of any form or for any reason can have long-term effects on those involved.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. While a one-off isolated incident of teasing or aggression may not constitute bullying, these behaviours harm relationships between our community members and are therefore completely unacceptable. Bullying has a negative impact on everyone – it is not just a problem for those who are bullied. People who bully others need help to change.

Members of our community have a responsibility to help minimise the frequency and severity of bullying. Bystanders who see others being bullied can help by informing a parent or staff member, by offering the victim support or assistance or by simply walking away and showing the bully that others do not support their actions.

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Bullying can happen anywhere: at school, Saturday sport, home, public transport or via digital technologies such as social media, text message or email. Bullying may be student to student, staff to student, student to staff or involve members of the broader community.

Effects of Bullying

A person who experiences deliberate, persistent threats or actions from an individual or a group can become lonely, isolated and depressed. Their schoolwork and health can suffer serious consequences and they can experience a loss of confidence and self-esteem.

Bullies who are allowed to go unchallenged in their anti-social way of relating to others are also at risk because cowardice, cruelty and selfishness are allowed to flourish in them. This can lead to much future unhappiness, and anti-social, even criminal behaviour. Both the bully and the person being bullied need help.

Students, staff and parents at Waverley College seek to create an environment that totally rejects all forms of bullying behaviour. The following procedures will help bring this about:

If a student is being bullied he should...

Try some strategies

These strategies should only be tried if there is no immediate threat or danger of physical injury.

- Ignore the bullying – turn and walk away
- Say 'No' or 'Stop it' firmly. The tone of your response should be assertive, rather than aggressive or submissive.
- Take a copy of offensive words, messages or images exchanged via digital technologies.
- It may also be useful to note any witnesses to the incident.

Talk to someone

Bullying is not okay, ever! It is really important to tell someone, particularly if the bullying has been going on for a while or the strategies tried previously haven't worked. Telling someone shares the problem and it helps the victim feel supported. Sharing your concerns can be a very empowering action that leads to positive changes.

- Talk to friends – they can help by telling a teacher or parent or just by helping the victim to feel better by knowing they don't have to deal with the situation alone.
- Talk to parents – tell them the 'who, what, when and where' of what's been happening.
- Talk to a teacher, coach, priest or other trusted adult. This can be done discreetly by email, via the anonymous "online incident report form" or over the phone if the victim does not feel comfortable coming forward in person.
- Talk to someone at one of the helplines listed under "Assistance" in the A-Z of Wellbeing.

A responsibility for ALL students

The prevention and management of bullying, inappropriate use of technology and disrespectful behaviour is more readily achieved in a caring and supportive school culture that promotes positive relationships. A common set of agreed upon expectations for behaviour and positive social relationships between the College, our students and their families is essential. Bullying, cyber-bullying, harassment, aggression and violence disregard core values of our faith including dignity, respect, justice, equity, compassion, trust and courage. Importantly, such actions can adversely affect the wellbeing of students, staff and the broader community and are therefore unacceptable.

All members of Waverley College are expected to take reasonable steps to prevent and challenge such actions in order to respond effectively and sensitively to the needs of each person. If bullying is to cease, all staff, students and parents have a responsibility to work together in achieving this aim.

This policy is reviewed annually in consultation with members of the College community.

BYSTANDER

A bystander is someone who sees or knows about maltreatment, harassment, aggression, violence or bullying that is happening to someone else. A bystander may be a good person however makes no attempt to call the poor behaviour of their peers. Bad things happen because good people let them happen.

C

CARE

Care for oneself and others is at the core of our College values. Caring for others is one of the key elements that leads to personal happiness.

CHEWING GUM

Chewing gum is not permitted at the College. It is very hard to get off from surfaces and leaves a mess for someone else to clean up. Students chewing gum on campus will be asked by the Deputy Principal to 'give back' to the College by removing gum from the various surfaces on campus.

CHILD PROTECTION

Waverley College meets all legislative requirements for child protection, including: ensuring all staff have a current Working With Children (WWC) check; providing regular child protection training for staff; responding to any reported child protection matter and, when appropriate, instigating Mandatory Reporting of child protection concerns. If a student has any concerns for his personal safety, he should contact one of the following people immediately: Head of House, Director of Junior School, Deputy Principal or Principal.

CHILD SAFETY OFFICERS

Waverley College places the care safety of all students at the forefront of everything that it does. In addition to all staff undergoing child protection training in line with our Code of Conduct, the College has appointed three Child Safety Officers from its leadership team.

The key responsibilities of these staff include

- Point of contact for receiving child safety concerns
- Championing child safeguarding within the school
- Assisting in coordinating responses to child safety incidents
- Assisting staff in clarifying concerns and managing the next steps
- Notifying the Principal of any reportable conduct to allow a report to the NSW Ombudsman if require

The key responsibilities of these staff include

- | | | |
|--------------------|---------------------------------|--------------|
| • Patrick Brennan | E: pbrennan@waverley.nsw.edu.au | P: 9369 0600 |
| • Elizabeth Watson | E: ewatson@waverley.nsw.edu.au | P: 9369 0628 |
| • Gabby Smith | E: gsmith@waverley.nsw.edu.au | P: 9360 0769 |

CO-CURRICULAR COMMITMENTS

Waverley College has a tradition of setting goals for its students and helping them to strive for excellence whether it be in the academic, cultural or sporting spheres. We encourage students at all levels of ability to fulfil their potential.

Waverley College is a member of the Combined Associated Schools of NSW (CAS) and this is our primary sporting commitment. Every boy is expected to become involved in the sporting program of the College which has been designed to develop sportsmanship and a camaraderie with his own school mates and the students of other schools.

All sports involve at least two practice sessions per week and a Saturday commitment for the season.

Students are required to play their games for Waverley College in good spirit and good sportsmanship. The proper formalities and courtesies, in particular, respecting the umpire's decision and giving congratulations and thanks at the end of the game, are to be regarded as very important (see "Co-Curricular Tribunal").

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Spectators at College matches are asked to observe a proper standard of barracking and participation as laid down in the Code of Behaviour published by the General Committee of the CAS. All students in attendance at a co-curricular event as spectators must be in full school or sports uniform.

At the point of enrolment, students agree to place their commitment to JSHAA/CAS and other Co-curricular (e.g. Debating) before any other commitments that they may have outside of the College. Students will participate in/be present (if required) at all usual College activities such as CAS events, Swimming, Athletics, Parent/Teacher/Student evenings and interviews, Concerts etc.

Wet Weather Arrangements for Saturday Sport

The Wet Weather number is 8250 3780 and is updated by 7am for morning games and 11am for afternoon games on Saturdays.

CO-CURRICULAR EXEMPTIONS

Exemptions from co-curricular events will generally be granted on medical grounds or for a valid reason approved by the Principal. It is expected that parents will not make arrangements which conflict with Saturday sport.

Parents/Carers may apply for up to two co-curricular event exemptions each academic year. These must be in writing no later than **two weeks** prior to the date of leave and sent to the Head of House or Director of Co-Curricular.

CO-CURRICULAR (SPORTS) TRIBUNAL

Students engaging in unsportsmanlike behaviour whilst taking part in a co-curricular sport or activity may be called upon to attend a Sports Tribunal.

The Tribunal is generally chaired by the Director of Co-Curricular and attended by the Convener of that sport.

At the Tribunal:

- The Director of Co-Curricular will explain to the student the nature of the report
- The student is allowed to respond to the report and present his version of the event
- An email is prepared and sent to the parents, and
- The incident along with any outcomes are logged on the student's file.

Outcomes:

Penalties imposed by the Tribunal vary accordingly to:

- The nature of the incident
- The impact on the College's reputation
- Whether or not the student is a repeat offender

COMMUNITY

All members of the College community have a vital role to play in improving the wellbeing of students. Positive relationships foster connectedness and feelings of belonging which are essential for wellbeing. Waverley College welcomes transparent communication and collaboration between school staff, students and their families.

CYBERBULLYING

Cyberbullying is a term used to describe bullying that is carried out through internet or mobile phone technologies. It is often combined with offline bullying. It may include a combination of behaviours such as pranking (ie hang-up calls), sending insulting text messages, publishing someone's private information, creating hate sites, or implementing social exclusion campaigns in social networking sites. It is also cyberbullying when a student uses technology to run a multi-step campaign to bully another student (eg setting another student up to be assaulted, video recording their humiliation, posting the video-recording online and then sending the website address to others). This behaviour is never acceptable at Waverley College.

CYBERSAFE BEHAVIOURS

Cybersafe behaviours are the safe, respectful and responsible use of internet and mobile phone technology.

CYBER RESPONSIBILITY

Students must be mindful of their responsibilities and rights in an online world. The concepts of ethical and respectful online conduct are essential. This includes positive online communication and 'netiquette'. Interacting appropriately with staff and fellow students via courteous email communications and thinking before posting. This also includes respectful communication via social media and responding to any incidents of cyber-bullying in an appropriate fashion. Making good decisions online is essential to maintaining a respectful community for all.

6 C's - DEEP LEARNING COMPETENCIES

Six global competencies define what it means to be a deep learner. Deep Learning experiences are engaging, relevant, authentic and build the 6 C's:

CHARACTER	Learning to deep learn, armed with the essential character traits of grit, tenacity, perseverance, and resilience; and the ability to make learning an integral part of living.
CITIZENSHIP	Thinking like global citizens, considering global issues based on a deep understanding of diverse values and worldviews, and with a genuine interest and ability to solve ambiguous and complex realworld problems that impact human and environmental sustainability.
COLLABORATION	Work interdependently and synergistically in teams with strong interpersonal and team related skills including effective management of team dynamics and challenges, making substantive decisions together, and learning from and contributing to the learning of others.
COMMUNICATION	Communicating effectively with a variety of styles, modes, and tools (including digital tools), tailored for a range of audiences.
CREATIVITY	Having an 'entrepreneurial eye' for economic and social opportunities, asking the right inquiry questions to generate novel ideas, and leadership to pursue those ideas and turn them into action.
CRITICAL THINKING	Critically evaluating information and arguments, seeing patterns and connections, constructing meaningful knowledge, and applying it in the real world.

D

DETENTIONS/CONSEQUENCES

Students are responsible for their actions and choices. Detentions are a consequence of actions which involve a breach of the College rules. Second and subsequent detentions will be tracked and appear on a student's College record. Detentions are an opportunity to catch up on work or get ahead. Students should own their mistakes, learn and reflect from them and move forward.

There are five main consequences issued by the College:

- 1) **Individual teacher detention**
 - Issued by a specific teacher and taken by that teacher. It may be part of a recess or lunch time.
 - Failure to attend this detention will result in an afternoon or before school detention being issued.
- 2) **Monday and Tuesday afternoon 3:30pm - 4:30pm/Thursday and Friday morning 7:30am - 8:30am (Room E02)**

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- Issued by a Head of House (HoH) or Head of Department (HoD)
- This detention is issued for the following types of behaviour:
 - Not doing homework
 - Not following instructions
 - Lateness to class/school
 - Poor behaviour
 - Assignment not completed
 - Breach of the IT Policy.
- Negotiation of which day the detention is served may be possible directly with the Head of House or Head of Department.
- Detentions take priority over all other College activities and commitments.
- Students need to ensure they bring with them written work that they can progress. This may include assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.
- Laptops are not permitted during this detention.
- Failure to turn up for this detention will result in the issuing of an automatic three hour detention.

3) Friday Evening Detention 3:30pm – 6:30pm (Room E02)

- Issued by the Head of House/Head of Department/Directors/Deputy Principal/Principal.
- This detention is issued for more serious breaches of College policies and procedures such as:
 - Being rude to a staff member/visitor
 - Poor behaviour on public transport
 - Non attendance at co-curricular activity
 - Inappropriate Personal Electronic Device usage
 - Not turning up to Saturday activities
 - Repeated poor application to studies
 - Poor behaviour on transport or when being hosted by another school.
- Students need to ensure they bring with them written work that they can progress. This may include – assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.
- Laptops may be brought to this detention and used for research purposes only.
- Detentions take priority over all College activities.
- Failure to turn up for this detention will result in the issuing of an automatic second Friday evening detention.
- Further escalation by a student by not turning up will involve a meeting with the Deputy Head and possibly involve an enrolment review.

4) Suspension

- Issued by the Deputy Principal/Principal
- This consequence is issued for more serious breaches of College policies and procedures such as:
 - Repeated poor behaviour
 - Aggressive or threatening behaviour including physical violence. In serious cases, an enrolment review may take place.
 - Receiving too many three hour detentions in a Semester
 - Inappropriate use of technology
 - Serious breach of College policy
 - Bringing disrepute to the College.

5) Enrolment Review (Show Cause Meeting)

Conducted by the Principal, this consequence is issued for breaching an enrolment contract or serious break of College policy including inappropriate use of technology, involvement with drugs or alcohol, bullying, theft, damage to property, violent behaviour or bringing the College's name into disrepute.

The College will outline its concerns and the student will have an opportunity to respond and outline why they believe they should continue to be enrolled at Waverley College. The Principal will then take time to reflect on the meeting before make a decision. The outcomes of an enrolment review meeting may include

(but are not limited to):

- Termination of enrolment
- A further period of suspension
- An upgraded enrolment contract

DIARY

The College Diary should be:

- Used to enter homework everyday
- Used to manage calendar commitments and responsibilities
- Signed by Parent/Carer each week
- Signed by Wellbeing Mentor each week
- Smart goals each term.

DRIVING TO SCHOOL

Many senior students have their driver's license and with that independence and privilege comes responsibility. Most young drivers are careful, safety conscious and considerate when driving, however, they are one of the most vulnerable road user groups because of their inexperience, relatively underdeveloped driving skills and a distinct pattern of behaviour relating to youth culture and lifestyle. Research also shows that travelling with teenage passengers constitutes an increased risk for young drivers, particularly males.

Waverley College supports license holders' right to drive to and from school. It is the College's expectation that students drive in a lawful manner and be mindful of the local road regulations and parking restrictions around the College.

The College will support the New South Wales Police and Waverley Council in enforcing the road rules. Young males are overrepresented in statistics associated with motor vehicle injuries and fatalities.

Any information supplied to us by a member of the public identifying a Waverley College student not respecting the rights and responsibilities that come with driving a motor vehicle will be dealt with accordingly by the Head of House or member of the College Leadership Team.

DRUG POLICY

The College has an interest in the health, personal and legal wellbeing of students and staff. We recognise that the consumption of alcohol and other drugs whether illegal, illicit or prescription can impair wellbeing and can also interfere with the teaching/learning environment.

This policy has three main goals:

1. Prevention - to provide a curriculum (PDHPE and Wellbeing Time) designed to prevent the misuse of alcohol and other drugs. The College invites local police liaison officers and other experts in the field to present at various times throughout the year.
2. Intervention - incidents will be dealt with in a positive, supportive manner and in the best interests of the students, staff and other concerned parties.
3. Action - to take firm but fair action in instances of drug related infractions. The College has a zero-tolerance policy when it comes to drug use at school or school related events. Partaking in any drug usage, possession, supply, exchange, negotiations or the possession of any drug related objects such as syringes, bongs, pipes, lighters etc. will result in an enrolment review.

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Further Guidelines

Alcohol

Students are not permitted to possess, consume, buy or sell alcohol at the College or at any College related activity. Parents should not run or support parties where alcohol is served to minors: doing so risks 'secondary supply of alcohol' prosecution, which carries a \$11,000 fine or 12 months imprisonment (or both).

Inhalers

Students who use inhalers are required to carry them at all times. Additional inhalers, e.g. Ventolin, are kept in the Health Centre for emergency use.

Performance Enhancing Drugs

Waverley College prohibits performance enhancing drugs both on the sporting field and for study purposes. ASADA (Australian Sports Anti-Doping Authority) clearly identifies a variety of banned substances. These are available on their website www.asada.gov.au. Any student found to be using or supplying any substance on ASADA's prohibited list will face exclusion and be referred to the NSW Police. Students should be aware that gains on and off the sporting field can be safely and legally achieved via correct training methods/study, balanced diet, adequate sleep and optimal hydration.

Smoking Tobacco and Vaping

Waverley College is a 'smoke free zone' including e-cigarettes. It is illegal to smoke on or within 8m of any school campus. Smoking is prohibited by students at all times including their journey to and from school, at all school organised activities (day, evening or holiday times), and when wearing the school uniform.

Register of Medical Conditions

Parents must notify the College in writing of all medical conditions which are then placed in the school medical file. Only staff members have access to these files. Medical conditions affecting participation in PDHPE or other practical classes require a copy of the original letter sent to the Head of the Department concerned.

Prescription or Illegal Drugs

Any prescription medications that must be taken at school should be registered with the College. Students are not permitted to self-administer prescription medication with the exception of asthma puffers and epipens. Any other medications will be held by the medical centre and dispensed under supervision. Students who are asthmatic should lodge an Asthma Action Plan with the College. Parents should also advise the College of any side effects of prescription medications.

If a prescription or illegal substance is suspected to be, or is, in the possession of a student, the Head of College, or Deputy Head of College must be notified immediately.

Appropriate action will then be taken

- Substances, suspected of being illegal drugs are found in the possession of students, the College has to follow mandatory reporting to Police requirements.
- In general, students apprehended with illegal drugs or alcohol will be suspended immediately. An investigation will follow, with an enrolment review.
- Parents will be immediately informed of any incident in which their son has been investigated for alcohol or illegal drug involvement.

Search Policy

Where there are reasonable grounds to suspect that a student has possession of prescription or illegal drugs, alcohol, tobacco or goods suspected of being stolen or dangerous, the Principal, or Deputy Principal may conduct, or authorise the conduct of a search of a student, a student's locker and personal effects (including personal belongings and clothing found on school property) and seize any offending items.

This policy shall apply to all students on College property as well as during out-of-classroom programs, activities and facilities approved of, or under the jurisdiction of the College. The College also utilises policies developed by the NSW AIS and the CCER regarding School-based Drug Education Policies and Practices.

Drug Testing at Waverley College

Instances where students use illicit drugs, such as marijuana, outside of school hours and seemingly on a regular or semi-regular basis, are of serious concern to the College. Over a period of time the effects on students, their behaviour and attitude to school become apparent, often with the students creating a danger to themselves

and others around them. Where the College has reasonable grounds to believe that a student is using an illicit drug, such as marijuana, the College will seek co-operation from the parents/carers of the student for their son to be drug tested by a medical professional on a regular basis. Counselling and support services will also be part of any rehabilitation program. Boys unwilling to co-operate with the College will be withdrawn from classes until a satisfactory resolution has been reached.

DISCRIMINATION

There is no place for discrimination, harassment or bullying at Waverley College. The College seeks to provide an inclusive community for students, staff and parents/carers. The College expects students, staff and parents to behave consistently with these values and to treat others with respect and without bias. Discrimination occurs in the School community when a person is treated less favourably than other students because of their i) disability, ii) race, ii) age, iv) gender or v) religion or vi) sexual orientation. This list is not exhaustive. Edmund Rice inspires us to give particular care to young people who might otherwise be excluded, rejected or marginalised.

E

ELECTRONIC NOTICEBOARDS

These should be read every day as they provide reminders about events and change of class information.

EMAIL

When emailing a staff member, all proper language conventions should be used.

Please start the email with Dear Mr or Ms

Please make sure the tone of the email is positive.

Manners go a long way ('please', 'may I', 'thank you', etc.)

Email is the only electronic medium that students should use to interact with staff. No social media is to be used as a communication method between students and staff.

Parents are requested to provide an email address to the College upon enrolment and always keep this up to date by informing the College whenever there is a change. Email is used by our teachers and for the school newsletter, alerts and notices.

EMOTIONAL Intelligence

Emotional literacy may be described as the ability to understand, and use information about the emotional states of ourselves and others. It includes the ability to identify, express and manage our own emotions in a socially acceptable fashion and respond appropriately to the emotional states of those around us. The first step is acknowledging that emotions such as fear, sadness, anger and jealousy all exist and are a normal part of day to day functioning. Students will be provided with opportunities and strategies to assist in identifying when and how each of these emotions is likely to occur and selecting appropriate ways to articulate, manage and act when faced with such emotions.

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F

FAKE IDENTIFICATION

There are serious consequences for any student found in possession of fake identification. Police frequently target this activity in the eastern suburbs of Sydney.

FIRE EVACUATION

In the event of a fire or smoke, or any instance where evacuation is required, please alert a staff member. If evacuation is required an alert is played over the College PA system. If evacuation is required an alert is played over the College PA system.

Students and staff should then calmly evacuate buildings and move to the tennis courts at the eastern end of the Senior Campus.

In the event that the eastern tennis courts are unavailable, the alternative evacuation point is Waverley Park.

When evacuating each building:

- Move quickly and quietly under the directions of teachers and/or fire wardens.
- Senior College - move directly to the perimeter of the campus using either Birrell Street or Salisbury Street to reach the tennis courts.
- Junior College - move via Henrietta Street to the eastern tennis courts.
- Once at the eastern tennis courts, find your House area as indicated by the signage and line up in your Wellbeing Group.
- Line up alphabetically.
- Once your name has been called sit down or crouch down if the ground is wet.
- All visitors to the College must also evacuate to the eastern tennis courts.
- In the event of partial evacuation, students move to the eastern tennis courts and sit with their class teacher.

G

GENDER DIVERSITY

Guided by the Inclusive Community Touchstone (EREA Charter 2017), we value and support students and family members in our community who identify as LGBTQIA+.

We work closely to ensure classrooms, playground space and co-curricular teams are safe environments where homophobia and transphobia are not tolerated in any form: words or actions that are disrespectful or involve bullying based on being, or thought to be, gay are not tolerated; diverse ways of expressing identity are celebrated.

Confidentiality and appropriate boundaries form the basis of affirming, respectful and empathetic communication between students and staff.

Waverley College prides itself on creating an affirming community in which all students and staff are comfortable to bring 100% of themselves to school.

GOAL SETTING

Setting individual learning goals is an important part of successful learning. The most effective learning goals are action based, rather than a desired result.

Action based goals can relate to required knowledge or skills for a specific learning area; for example, spending a set amount of time daily to memorise new grammar or using a wider variety of research sources for an assignment. Discussing possible action goals with your Wellbeing Mentor will help you identify those which will best support your learning for the Term.

Keep your action based learning goals SMART:

Specific, action based learning goals rather than results based

Measurable

Achievable

Realistic

Timely

GYMNASIUM

Please adhere to the following rules regarding use of the Br J P Lacey Gymnasium:

- NO food or drink
- Sports shoes must be worn whilst playing games.
- Students are not to walk through the gymnasium on any level when a presentation is in progress.

H

HAIRCUTS

- Hair should be neatly cut, combed and maintained. Hair should be shorter than the collar.
- Long hair or outlandish styles are not acceptable.
- Undercut styles, dramatic layering, tracks, mohawks, overuse of product, tinting, colouring, dreadlocks, strands of hair, buns, braids or lines are not acceptable.
- A number 2 cut is the shortest acceptable cut.
- If boys do not comply with a request to address any breaches by their Head of House, they will then have three options:
 1. Go immediately to the barber at Charing Cross and have the inappropriate haircut rectified.
 2. Rectify the inappropriate haircut themselves with clippers supplied by the College.
 3. Return home until such time as the inappropriate haircut is rectified.

HANDS OFF POLICY

The College adheres to a strict hands off policy. Playfighting and rough play are unsafe and inappropriate. Physical violence may result in suspension or an enrolment review.

HEADPHONES

Headphones can only be used during lessons with the permission of the class teacher. Headphones can be a valuable educational tool when used appropriately. Like all technology, they need to be used carefully in a learning environment as they can often be a distraction to the learning process.

A to Z Student Wellbeing

HEALTH CENTRE

If a Senior School student is feeling unwell during school time he must have his diary signed by his current teacher and report to the Health Centre to be assessed. Students who require medication for short term conditions are required to take the pharmacy labelled medication to the Health Centre with a covering letter. The Health Centre will then administer the medication as prescribed.

Waterford students who are unwell should inform a teacher and report to Reception.

HOLIDAYS

Students/Parents are reminded that there is an expectation that students are at school for the entire term as outlined in the College diary and calendar. Please remember that:

- We publish our term times well in advance so that you can make correct holiday bookings.
- We enjoy more vacation time than most schools in the Sydney metropolitan area.
- Our College program determines that the students work right up to the end of the term.

HYGIENE

Everyone – even when well – can help slow the spread of viruses including COVID-19.

This means:

- wash your hands often with soap and water. This includes before and after eating and after going to the toilet
- use alcohol-based hand sanitisers when you can't use soap and water
- avoid touching your eyes, nose and mouth
- clean and disinfect surfaces you use often such as benchtops, desks and doorknobs
- clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes
- increase the amount of fresh air by opening windows or changing air conditioning

I

IDENTIFICATION (STUDENT) CARDS

The smooth and efficient day-to-day running of the College relies on each boy carrying their assigned student card.

Areas on campus that require a student to have their card include:

- Canteen
- Wellbeing Centre (late arrivals and early leavers)
- Health Centre
- Library
- Music lessons
- Identification when in public

All students are issued a complementary student ID Card. Boys who choose not to carry their student cards affect the smooth running of the College.

If you require a replacement card both the Wellbeing Centre and the Library can issue a new card for a fee of \$10 cash. Students who present without a card will be issued with a one-hour detention.

INTEGRITY

Students are encouraged to act with integrity and are expected to be honest and truthful in their interactions with others and take responsibility for their choices and actions.

J

JEWELLERY

- A simple chain and cross is permitted to be worn at the students risk.
- No other jewellery is permitted to be worn at the College or at College events/activities.
- A clear ear stud is permitted to enable an ear piercing to be maintained for no longer than a week.
- An RUOK? wrist band or the equivalent is permitted as long as it is kept clean.

K

Knowledge

Waverley College aims to maximise student achievement by developing knowledge that enables each individual to reach their academic potential through increasing aspirations and responding to their individual learning needs.

L

LITTER

We are all responsible for keeping the College clean and ensuring rubbish and plastics do not get washed into our nearby ocean. Please put all litter in the bins provided. Do not drop it along corridors or in stairwells.

LANGUAGE

All members of the College community are expected to speak with an appropriate level of respect and forethought (i.e. address staff correctly and think before speaking). Swearing, racism, sexism and any other forms of derogatory commentary detracts from the standing of the whole College community and will not be tolerated whether in the College grounds, on sporting fields or during College activities in the wider community.

LEAVE

Applications for leave during term time must be approved by the College, prior to the leave being taken, with at least two week's notice. For leave of up to four school days application for leave must be emailed to your son's Head of House. For leave of five days or more application for leave must be emailed to the Deputy Principal. Any leave advised on the day of absence will be treated as unapproved leave and reflected as such on your son's profile. All Waterford applications are to be made to the Junior School.

It is expected that students will be present at all compulsory College events including: College Sport, Co-curricular activities, CAS Swimming and CAS Athletics carnivals. Refer to the Bookmark for details.

An application for exemption must be made directly to the Director of Co-Curricular with two week's notice prior to the date for any anticipated absences. Medical certificates must be supplied for illness. Unauthorised absences from compulsory events will result in an appropriate sanction.

A to Z Student Wellbeing

LOCKDOWN

In some circumstances it is not advisable to evacuate from a building, but rather to stay inside and out of harm's way (eg. storm, gas leak, terrorist threat, intruder on campus). In these situations lockdown procedures will be enacted. The signal to let staff and students know of a lockdown will be the playing of the national anthem over the PA.

- If students are in class, remain there with your teacher, get out of sight and lock the door
- If students are outside class, during a break or between classes, then move into to the nearest building and stay out of sight
- All visitors to the College must also proceed to the nearest building and stay out of sight
- Do not use mobile phones during a lockdown procedure
- Once the lockdown is over, an 'all clear' will be given by either the Principal, Deputy Principal or member of the College Leadership Team.

LOCKERS

- The College provides every student with a locker assigned in his House area.
- The College provides a padlock for each locker.
- A staff member is available to assist with lockers each day from 8:10am to 8:40am and from 1:15pm to 1:35pm at the ground floor stairwell, East Wing.
- Students who lose, misplace or damage their padlock will have the padlock replaced and costs will be charged to their school account.
- Lockers should be used to secure laptops, mobile phones and PEDs when not in use.
- Lockers need to be kept clean at all times.
- Students who damage or graffiti lockers will receive the appropriate consequences.
- Bags are not to be left on the top of lockers.

M

MANDATORY REPORTING

Child wellbeing and child protection is a collective or shared responsibility between students, their families and the College. All staff have a responsibility to recognise and respond appropriately to safety, welfare or wellbeing concerns for children and young people and inform the Principal or their delegate. It is the responsibility of the College to report suspected risk of significant harm concerns to the appropriate authorities. As such, no staff member can ever offer a student complete confidentiality when discussing their personal safety and welfare.

MAY PROCESSION

Attendance by students at the Annual May Procession is compulsory. Exemptions are rarely granted for this Waverley College tradition, which is the oldest Marian Procession in Australia and has run for over 100 years.

MINDFULNESS

Mindfulness involves slowing down internal processes and blocking out distractions and negative thoughts in order to focus on the present moment. It takes a considerable amount of practice and focused attention in order to ignore thoughts of the past or future, and focus purposefully on what's happening in the immediate environment. Students will receive practice in these skills during Wellbeing time and also as a part of assemblies and guest presentations. They may find this beneficial when having trouble sleeping, starting their day, managing exam stress or other personal, social and emotional challenges.

MANNERS

Courtesy, politeness, etiquette and having good manners all involve treating others with respect so that they will treat you with respect in return. Good manners helps develop empathy and altruism by putting the feelings, needs and priorities of other people at the forefront of our thinking.

MEDICAL CONDITIONS

Parents must notify the College in writing if their son has any medical conditions. This must include all relevant supporting medical documents such as a letter from Specialist or GP. The medical condition and supporting documents will then be recorded on the student's medical file. These files are confidential and only staff will have access to these files.

Any student who has been diagnosed with Asthma or Anaphylaxis must submit an up to date copy of their respective Action Plan. The Asthma or Anaphylaxis Action Plan will be stored with the Registered Nurse in the Health Centre. The Action Plans will also be recorded in the student's medical file. It is the responsibility of the parent and student to ensure the Asthma or Anaphylaxis Action Plan is updated annually and issued to the Health Centre.

MEDICATION POLICY

Any prescription medication that must be taken at the school within school hours must be registered with the Health Centre. A supporting letter from the student's medical Specialist or GP must be issued with the medication. The letter must contain the relevant information in regards to the medication administration, dosage, time and schedule.

Students are not permitted to self-administer any prescription medications with the exception of Asthma medication (i.e. puffers or relievers) and EpiPens. Any other medications will be entered into a Medication Register Schedule and kept under lock and key in the Health Centre where they will be dispensed under supervision.

MEDICAL CERTIFICATES

Students who are absent from compulsory College events will be required to produce a medical certificate to account for this absence. Likewise students who present at the College Health Centre on a regular or ongoing basis may be asked to produce evidence that they are seeking professional medical intervention to assist with their condition.

MOBILE PHONES

The College recognises that most students possess mobile devices such as mobile phones, iPads, and Apple Watches. These devices are a useful way for family members to keep in touch. The devices are often expensive, so securing them safely is a priority for all students. They also have the capacity to be a distraction in a school environment and so guidelines are required for their use.

Who does this policy apply to?

This policy covers all students from Years 5 to 12.

GUIDELINES

At the College (Years 7 - 12):

- Devices are to be stored in lockers, and preferably placed on silent or flight mode to eliminate loud ringtones. They can only be used next to one's locker before school, recess, lunch or after school for short periods of time.
- The only exception to this is when students are instructed to contact their parent/guardian regarding variations to scheduled events or, under direct teacher supervision, they may use their device.
- Devices cannot be taken to class (every student has a laptop in class).
- If a mobile phone is brought to any class, a student will receive a three hour detention.

A to Z Student Wellbeing

- Parents needing to contact their son during class time, should contact school reception directly.
- Boys found to have mobile devices switched “on”, using devices to ‘hotspot’ laptops to external data sources, bypassing the College’s network, or used in anyway deemed inappropriate by College staff or supervising adult can expect a 3 hour detention. Mobile phones will be confiscated if it becomes an ongoing disruption to the learning process, has been a medium for a breach of privacy or holds information pertaining to a crime. Parents or guardians will be notified immediately about any confiscation.

At the Junior School (Years 5 – 6):

- Devices are collected in the classroom at the beginning of the day and placed securely in the office. At the end of the school day they are collected and returned to each student.

At College Activities:

- The teacher or supervisor in charge of any activity will determine the use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats.
- The College takes no responsibility for a mobile device on its premises or excursions. Families are advised that the College expects that if boys bring mobile devices to school or on excursions they do so with the full knowledge and authority of their parents. Parents are therefore advised to take appropriate measures to insure such mobile devices against loss, damage or theft.
- The College recognizes that with many students travelling considerable distances to and from the College, with often irregular bus and train transport, it is important for the safety of the students that they have the capacity to contact their parents, or other family members in an emergency.
- The College recognises that most devices have the ability to take photos or videos. Boys are reminded that the law prohibits the use of devices for taking photos or videos of anyone without their permission and expressly forbids the use of cameras in change rooms and toilets.

N

NEWSLETTER

The Nurrunga newsletter provides highlights of events that have occurred at the College, celebrates achievements and provides information about relevant topics for students and parents of the College. News of significant achievements of current and past students can be directed to nurrunga@waverley.nsw.edu.au.

O

OUT OF BOUNDS

Students must remain inside the College grounds at all times during the school day. Students leaving the College early to attend appointments must sign out through the Wellbeing Centre (Senior students) or Waterford Reception (Waterford students). Verandahs and stairwells are to be used only when accessing lockers or classrooms. Students should avoid loitering or congregating in these spaces.

P

Personal Electronic Device Policy (PED)

Introduction and Definition

Relates to any personal electronic device (PED) that could be used for communications or data storage and retrieval including: mobile phones, smart phones, USB drives, laptop computers, tablet computers, portable game consoles, DVD players, calculators - this is not an exclusive list.

Usage of PEDs when in school

- The College will indicate which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular PED in any circumstance.
- PEDs should be used for only positive purposes: for learning legitimate communication or research.
- During class and study time, the internet may only be accessed through the College network. Students may not access the internet through another account or means.
- Students are expected to comply with the standards and act within the ethical framework of this Catholic College, where respect for individuals, their good name and dignity is paramount.
- In some situations, such as formal examinations, other specific rules may apply to PEDs. These will be outlined clearly and must be adhered to fully.
- The College wishes to maintain a balance between utilising PEDs to assist with learning whilst being cognisant that students should not be connected to technology at all times. The wellbeing of students will be maintained via educational programs, no mobile phone access during class time and a sleep mode enabled laptop during the evening.
- Any inappropriate use of the College name or resources in any form is totally unacceptable. This includes but is not limited to the posting of material relating to Waverley College or students/staff at Waverley College into the public domain web space.
- PEDs must not be used to harass or victimise other students or staff, or to abuse a person's right to privacy (for example, taking, storing, using or disseminating a digital photo/video without a person's permission). This is in direct breach of the College's Code of Conduct and may in some circumstances be required to be reported to the NSW Police.
- A staff member who has reasonable grounds to suspect a PED has been or is being used inappropriately may inspect any PED brought onto the College campus by a student.

Consequences

Students who breach any of the regulations contained in this Policy will receive a Saturday detention in the first instance. More serious breaches of this policy will result in suspension and enrolment review.

Security of PEDs

- Students are responsible for the security of their own PEDs.
- The College takes no responsibility for damage or theft of a student's PED.
- Students are advised to lock their PED in their locker during the course of the school day when not in use.
- Do not leave PEDs in items of clothing that are likely to be removed - e.g. blazers.
- Do not leave PEDs in school bags.
- Do not bring PEDs to school on special activity days - such as sports days, swimming carnivals, athletics championships, etc.

Rules specific to Mobile Phones

At the College:

- Are to be stored in lockers.
- Can be used only next to one's locker before school, recess, lunch or after school for short periods of time.
- Can not be taken to class (every student has at least one other device in class ipad/laptop).

A to Z Student Wellbeing

- If a mobile phone is brought to any class, a student will receive a Saturday detention.
- Parents needing to contact their son during class time, should contact school reception directly.

At College Activities:

- The teacher or supervisor in charge of any activity will determine the use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats.

Rules specific to Laptops

- Laptop computers that are not part of the College Laptop Program are not permitted to be brought onto the College premises without being approved and registered with iAssist prior to use. Users must comply with the standard College protocols relating to IT use.

Rules specific to USB storage devices

- Students are allowed to use storage devices for transferring school-related data to and from the College.
- When brought on campus USB drives are to be free from files that contain inappropriate or offensive content.
- A staff member may inspect a USB drive at any time. Students found with offensive, inappropriate or non-educational material will be issued with a Saturday detention.
- Students are required to label clearly their USB drive with their name.

Rules specific to Calculators

- When calculators are required for class use or assignments, teachers will advise students when and how they should be used, and the type of calculator to use.

Rules specific to Earphones

- Students in Years 6 to 12 are responsible for providing their own earphones for listening to content on their laptop.
- Earphones will be provided to students in Year 5 as part of their iLearn pack.

Acceptable Use of IT (AUP)

All students at Waverley College have access to the College network. Waverley College embraces emerging digital technologies and encourages its teachers and students to look for ways to use them to enhance teaching and learning.

A breach of the Acceptable Use of IT whilst at Waverley is defined as:

- Any student who posts material on a website that College authorities deem inappropriate or damaging to the good name of the College will face disciplinary action. This may include immediate suspension or an enrolment review.
- Accessing, downloading, storing, printing or disseminating files or messages that are sexually explicit, obscene, or that offend or degrade others is in direct breach of the College's Code of Conduct and may in some circumstances be required to be reported to the NSW Police.
- Attempting to degrade or disrupt system performance, or unauthorised entry to and/or destruction of computer systems and files.
- Deliberately entering, or remaining, in websites containing objectionable material.
- Removing, damaging or vandalising any IT equipment.
- Interfere with any cabling connected to devices.
- Hacking or attempting to hack the school network or systems.
- Attempt to run any programs other than those authorised by a teacher or IT staff.
- Copying materials in violation of copyright laws.
- Plagiarising which is taking of someone else's words, ideas or findings and intentionally presenting them as your own without properly giving credit to their source.
- Downloading or copying information to disks or hard drives without prior teacher approval.

- Tethering school laptops to alternative mobile devices in an attempt to circumvent the College's filtering policies.
- Using software to mask or operate anonymously on the school network.

Controls that are in place to monitor the network are:

- All internet content is monitored and filtered whilst a student is on campus according to a pre-defined set of rules.
- All emails sent externally are scanned for content and messages archived.
- Any breach of these rules can result in access to the internet and/or College network being revoked.

The College authorities have the right to determine the appropriateness or otherwise of any aspect of the above Policy. The College has the right to modify any of the guidelines according to the circumstances.

We accept to agree to abide by the Waverley College PED and Acceptable Use Policy.

PUNCTUALITY

Your punctuality says a lot about your attitude to school and how well you want to do. Getting to places on time is a key skill that is required in almost all workplaces and every aspect of life. Get into good habits now, get to class on time and send a clear message to yourself and your teacher that you are ready to learn. Factor-in travel times for appointments and co-curricular activities that you are involved in.

LATENESS

Senior School

To Class: Report to the Wellbeing Centre and collect a note from the Wellbeing Assistant or your Head of House. Students who receive four late notes in a Term receive a Saturday detention. Further lateness will receive a Saturday Detention per occasion.

To School: Report to the Wellbeing Centre if arriving late to school to obtain a late slip. Remember to have a note from your parent if you are late with a reason. After four instances of being late to College with no reason in a Term, a Saturday detention will be issued, and then a Saturday detention for every subsequent lateness.

Waterford

Waterford students who are late should report to Reception with their parents or a note from their parents.

Q

Qualities

Emotional health and personal wellbeing can be optimised by recognising desirable attributes in yourself and others. By providing opportunities for students to identify and reflect upon their own character strengths they can consolidate their strengths and work to enhance those attributes and qualities which are less well-developed.

A to Z Student Wellbeing

R

REPUTATION

The way that students conduct themselves and relate to others reflects upon all members of the College community. This is of particular importance when interacting with members of the public. As such, students' behaviour, courtesy and conduct is to be of the highest standard. Students who are inconsiderate of the rights of others and disregard the reputation of Waverley College will receive consequences.

RESILIENCE

Resilience involves the ability to cope or adapt well in the face of adversity, trauma, tragedy, threats or significant sources of stress— such as family and relationship problems, serious health problems or workplace and financial stressors. The ability to "bounce back" from disappointment or difficult circumstances will depend upon preparedness for these events and the range of coping strategies and support networks that can be utilised.

RESPECTFUL RELATIONS

This primary prevention strategy seeks to prevent domestic and family violence through education. The strategy focuses on preventing violent behaviour by educating and facilitating young people to develop skills and knowledge that show them how to behave in positive and respectful ways in intimate relationships.

RESTORATIVE PRACTICE

From time to time, boys make a poor decision whilst at school.

At Waverley College, we focus on specific behaviours without blaming. Teachers use relational questions to draw out who was affected and how they were affected. Staff will be looking to move forward by directing questions towards problem solving and what needs to be done to make things right.

Restorative practice involves questioning which is respectful, promotes learning, develops autonomy, builds resilience, emotional literacy, empathy, self-esteem and self-image. All of which are key ingredients for enhancing wellbeing.

RUDENESS

Rudeness is never justifiable. Even when someone is rude, be the better person, stay calm and use positive language to move past the moment.

S

SCHOOLBAG APP

All parents and students are strongly encouraged to download the Waverley College Skoolbag app to receive instant notices and alerts from the school on their iOS and Android devices. For more information go to: skoolbag.com.au or search 'Skoolbag' on the College website.

SCHOOLTV

SchoolTV is an online wellbeing platform featuring Dr Michael Carr-Gregg. It addresses the modern day realities faced by schools and parents who increasingly need clear, relevant and fact-based information around raising safe, happy and resilient young people.

Whilst there is a great deal of information available, this can often be confusing and overwhelming for those looking for guidance. SchoolTV provides online resources designed to provide credible, sound information and realistic and practical strategies. The link is available on the College website.

SHAVING

Boys are required to be clean shaven at all times (no stubble, beards or moustaches are acceptable). Side burns are not to be exaggerated or long.

SKATE BOARDS/SCOOTERS

These items or the like are not permitted at the College.

SLEEP

Sleep allows the brain and body to replenish and new information to be stored effectively in long term memory. A lack of sleep will limit your ability to learn, listen, concentrate and solve problems. The school has adopted a sleep mode across all of its PED issued devices.

STEALING

Stealing is unacceptable and a serious breach of College policy and will be treated as such. Do not use other people's property without permission. Stealing from a shop or business also brings the College's good name into disrepute and will be considered a serious breach of College policy.

SOCIAL MEDIA

The College has an expectation that all students feel safe when online. Online bullying will be dealt with accordingly by the College.

Students should be mindful of their digital footprint when posting things online.

At no time should any student contact a staff member in any social media forum. Should a student have a need to contact a member of staff this is to be done via email only and in line with the College's email policy. It is strictly prohibited to post, share or engage with any social media content that contains offensive, slanderous or inappropriate content about other students, staff or the College.

SUGAR

Sugar is a form of carbohydrate and provides our body with kilojoules (energy). It is a naturally occurring substance in many foods such as fruit, honey, vegetables, legumes and milk and is also added to many processed foods to improve taste and texture. It is the 'added sugars' found in foods such as soft drinks, energy drinks, cakes, biscuits and confectionery that should be avoided. These foods lack vitamins, minerals and fibre. Sugar consumption has a direct correlation with an increase in obesity and other dangerous diseases (such as diabetes). The College has a blanket ban on soft drinks and energy drinks. The College canteen has a number of policies in place to support students' healthy eating habits.

T

TATTOO

- The College requires all tattoos to be covered at all times.
- The College strongly recommends that students do not get a tattoo whilst they are at school as their decision at such a young age lasts a lifetime and some future employers may have a no tattoo policy.
- The College respects that some cultures have rites of passage that include tattooing.

TOILET

The College promotes adequate hydration to boost energy and concentration levels. One side effect of this is increased restroom visits. During the day, students have the opportunity to visit the bathroom. On the occasion where a student needs to visit the bathroom during class time, they require a signed diary by their class teacher.

TRANSPORT

Please adhere to the following when travelling on public transport

- Give up seats to adults.
- Treat other travellers and bus and railway employees with respect and follow their directions.
- Use appropriate language only (no swearing, no inappropriate stories).
- Respect bus and train property and the property of others by not damaging it.
- Do not put bags on the seats as this stops other people from using the seats.
- Show constraint, keep the noise level down and do not move around the bus or train while it is in motion.
- Stand on the footpath away from the kerb while waiting for the bus or behind the yellow line while waiting for a train. Do not obstruct others who are using the footpath.
- Do not carry bags on your back when entering and exiting the bus or train.
- Keep all parts of your body within the train or bus.
- Do not throw any objects inside the bus/train; eat or drink while on the bus/train without the permission of the driver.

U

UNIFORM POLICY

UNIFORM DETAILS

All uniform items are to be purchased from the Uniform Shop, Level 3 Main Building.

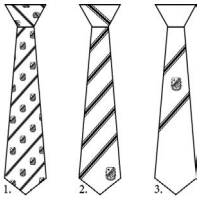
For a pricelist and opening times, please visit the College website www.waverley.nsw.edu.au

New College Uniform

- All students will need to be in the new College uniform in 2021.
- There is no separate winter and summer uniform. Boys can choose to wear either long pants or shorts, with a long sleeve shirt or short sleeved shirt throughout the year.
- If T-shirts or other undergarments are worn beneath the College shirt, they must not be visible either through or protruding from the uniform.
- Sports shirts, jackets or bags issued to teams or touring groups are not part of the normal daily uniform. On Saturdays they are not to be worn with other normal school day items such as school trousers or blazers.
- If it is an incredibly hot day, we will have no tie days. This will be communicated to the boys in the morning
- Students can only attend class without academic uniform if they have a medical certificate or clearance from the Uniform Shop that they are awaiting delivery on an item. In this case they must be in full sports uniform. These students must attend the Wellbeing Centre before period one to obtain a uniform pass. No consequence will be issued. For all other reasons the student will require a uniform pass from the Wellbeing Centre and be subject to a one-hour detention.
- Students on campus without a uniform pass or arriving or leaving campus without a blazer and tie (Terms 2-3 only) will be subject to a three-hour detention.
- Boys who have damaged their uniform must have a letter from their parents explaining the circumstance.
- Dry cleaning is to be undertaken during the weekend with spot cleaning arranged at home to maintain cleanliness during weekdays. It is always advisable for boys to have a second pair of trousers.
- During Terms Two and Three the College Blazer must be worn to and from school. If the student is wearing the wet weather jacker, the blazer must still be worn and be presented for inspection on request.
- Sports windcheaters issued to teams or touring groups are not part of the normal daily uniform. On Saturdays they are not to be worn with other normal school day items such as school trousers or blazers.
- Formal occasions where blazer and tie are to be worn include House Masses, Presentation Day and College Assemblies in Terms 2 and 3.

Blazer	College blazer needs to be worn during Terms 2 and 3.
Trousers and Shorts	Boys can choose to wear either trousers or shorts throughout the year. Navy blue in colour. The trousers are worn above the hips. Leg needs to be properly hemmed to the correct length.
Shirts	Boys can choose to wear either the long sleeve or short sleeve shirt throughout the year. Boys must wear the College white shirt with the logo on the pocket. Shirts are to be tucked into the trousers at all times. The top button of the shirt is done up at all times with the appropriate College tie.

A to Z Student Wellbeing

<p>Tie</p>	<p>There are three tie designs that boys wear to indicate what stage of schooling they are in.</p> <ol style="list-style-type: none"> 1. Year 5 & 6 2. Years 7 to 10 3. Years 11 & 12 <p>The tie is worn done up to the top of the collar</p> 
<p>Belts</p>	<p>Black in colour with a simple design.</p>
<p>Socks</p>	<p>Waverley College socks are the only socks that can be worn with the academic and sport uniform. When wearing the academic shorts, the socks should be worn mid to upper shin. Football socks of any type are not permissible, nor are cut-down sport socks.</p>
<p>Bags</p>	<p>The Waverley College backpack is the only approved school bag for use by students. Waverley College branded sports bags and hav-a-saks may only be used to keep sports gear separate. Tour bags and non-Waverley bags are prohibited.</p>
<p>Shoes</p>	<p>Standard black leather lace-up shoes are the only acceptable footwear except during sport. No suede or slip-ons. Shoes must be of a leather type that can be polished to a shine. Shoes with coloured stitching or other embellishments such as buckles are not acceptable. Boots of any type are not permissible.</p>
<p>PE</p>	<p>The compulsory core sports uniform includes:</p> <ul style="list-style-type: none"> • Soft Shell Sport Jacket • Polo Top • Sport Shorts • Sport Trackpants • Cap or Bucket Hat • College Sports Socks • Sports Bag <p>On-field sporting garments will be required throughout the year, depending on sport selection.</p>
<p>Optional Knitwear</p>	<p>Boys can purchase optional items from the uniform shop including a jumper, vest and cardigan.</p>
<p>Optional Rain Jacket</p>	<p>Boys can wear the wet weather jacket throughout the year on campus and at sport. This must be worn over the blazer when travelling to and from school in Terms Two and Three.</p>
<p>Formal Occasions</p>	<p>All boys must wear long pants, blazers and ties for any special College occasions.</p>

UPSTANDER

An upstander is someone who sees or knows about maltreatment, harassment, aggression, violence or bullying that is happening to someone else. Supportive bystander behaviours are actions and/or words that are intended to support someone who is being attacked, abused or bullied. The actions of a supportive bystander can stop or diminish a specific bullying incident or help another student to recover from it.

V

VALUABLES

Students should not bring valuables to the College such as game consoles, iPads, iPods, cameras, portable speakers and large sums of cash. Please leave any necessary items with your Head of House.

VANDALISM

Vandalism of the College's property or anyone else's property is not acceptable and will be seen as a serious breach of College policy. Any damage caused by a student will be required to be paid for in full.

VAPING (E-Cigarettes)

Vaping is illegal for those under the age of 18 years. Vapes contain nicotine which is an addictive substance with harmful side-effects. Any student in possession of a vape will face a consequence in line with the College's drug and alcohol policy.

VIDEO TAPING

Students are not allowed to record (video or photograph) staff or fellow students without the person's direct permission. This would be considered a serious invasion of a person's privacy and rights and can lead to enrolment being terminated.

W

WATER (HYDRATION)

Maintaining optimal levels of hydration during the day enhances both mental and physical performance. Boys should be encouraged to consume at least two litres of water on a mild day and up to four litres of water on a warm day when exercising. Thirst is a sign that dehydration has already commenced. Boys should also be consuming water before they begin to feel thirsty.

WEAPONS

Students may not bring any weapons to the College or any College activities.

X

SEXTING AND EXPLICIT ONLINE CONTENT

Sexting involves sending provocative or sexual photos, messages or videos. They are generally sent using a mobile phone but can also include posting this type of material online. Sexting can have serious social and legal consequences. Creating and/or distributing sexual images with minors constitutes the production and/or distribution of child pornography. Likewise accessing websites with inappropriate content and sharing these with students under the age of 18 may also constitute a criminal offence.

Y

YOUR RIGHTS AND YOUR RESPONSIBILITIES

It is the responsibility of all Waverley College students to have read and familiarised themselves with the policies and procedures outlined in this document.

Z

ZINC

An important sun care product and one the College advises students to keep on hand at school and at co-curricular activities. Students are encouraged to be mindful at all times to protect themselves against UV rays.