

**SOUTHERN CROSS
GRAMMAR**



**2017 HANDBOOK
Junior School (F – 4)**

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SOUTHERN CROSS GRAMMAR

School Board

Mr Troy Heenan	Chairman
Mr Brian Buxton	Deputy Chairman, Director
Mr Rob Vingerhoets	Deputy Chairman, Director
Mr Andrew Borg	Director
Mrs Karen Browne	Director
Mr Glenn Fernandez	Director
Mr Frank Filippone	Director
Mr Mark Jones	Director
Mrs Petra Moravek	Director
Mr Peter Sykes	Director
Mr Andrew Ponsford	Principal
Mr Anthony Clark	Corporate Services Manager, Company Secretary

New Generation Learning©

New thinking. New possibilities.

Southern Cross Grammar offers an independent schooling system based on solid educational curriculum combined with new opportunities and choices that are intellectually stimulating, progressive and exciting.

The characteristics of new generation learning© at Southern Cross Grammar are:

Southern Cross Grammar students are “thinking individuals” who consider themselves to be creative global citizens.

Southern Cross Grammar is centred on dynamic classrooms and extends outwards into the community and is technologically linked to the world.

Southern Cross Grammar emphasises the best of contemporary and futuristic educational philosophies.

The “Southern Cross Grammar basics” emphasise literacy, numeracy and lateral thinking skills.

The Southern Cross Grammar curriculum encompasses the full range of national and state priorities and is delivered through flexible use of time and space in classrooms.

Southern Cross Grammar leadership is shared by a visionary and strategic Principal and active teacher leaders.

Southern Cross Grammar professionals undertake their professional development through whole-school developmental processes, supported by courses offered by ISV, leading educational consultants and ongoing use of authoritative external benchmarks.

Southern Cross Grammar Charter

The charter outlines the ethos of Southern Cross Grammar.

Purpose To provide a non-denominational, independent education for our students and families that exemplifies international best practice.

Vision New generation learning©

Commitment Our students are the central focus of all of our endeavours.

Our Standards of Excellence

We will:

- operate on a not-for-profit basis and ensure that all funds are applied to enriching the potential of our students.
- stimulate innovation in its many forms, but in particular in pedagogy, curricula, resource use, community-building and business practice.
- emphasise shared leadership, responsibility and accountability as a way of achieving excellence in each School.
- establish and nurture professional learning communities which ensure a sense of pride and belonging in each School.
- expect our staff, students and volunteers to demonstrate high levels of personal conduct in all aspects of School life.
- provide facilities and grounds which meet the highest standards of sustainable design, construction and maintenance.

Students

We expect our students to:

- achieve their potential.
- establish qualities of self-confidence, optimism, high self-esteem, and a commitment to personal excellence.
- have the capacity for, and skills in, analysis and problem solving and the ability to communicate ideas and information, to plan and organise activities, and to collaborate with others.
- exercise judgment and responsibility in matters of morality, ethics and social justice, and accept responsibility for their own actions.
- be informed citizens with an active understanding and appreciation of Australia's system of government and civic life.
- be confident and considered users of new technologies.
- have an understanding of, and concern for, the stewardship of the natural environment.
- have the knowledge, skills and attitudes necessary to establish and maintain a healthy lifestyle.

Southern Cross Grammar Charter (continued)

Staff

Our staff will:

- engage in the continuous improvement of teaching, learning and administration through structured analysis and review.
- be unrelenting in their commitment to our students and to building learning partnerships with our families.
- be offered incentive systems which reward the personal achievement and successes of our staff.

Curriculum

We will:

- offer a child-centred program which is founded on international- recognised curriculum, pedagogical and evaluation principles.
- value the full diversity of social, cultural and academic backgrounds of our students and strive to provide a fully comprehensive curriculum that respects the full range of capabilities and needs of our students.

Community

We will:

- provide our families with access to a full array of services to meet the academic, physical, cultural and social needs of their children.
- encourage and enable positive participation from the School's broader community.

Code of Conduct

- We treat all people with courtesy, respect, kindness and cooperation.
- We demonstrate self respect by showing pride in our work, school and community.
- We are truthful and honest.
- We ensure the safety and health of all.
- We respect the rights, feelings and property of the whole school community.
- We value punctuality and being in the right place at the right time.
- We accept responsibility for our actions.
- We try to do our best at all times.

Southern Cross Grammar Vision

A Student Centred Vision

At Southern Cross Grammar we will provide a high quality learning environment embracing the principles of New Generation Learning that affirm the uniqueness of each student.

We endeavour to develop in our students the ability to:

- 1) Be an ethical, compassionate and socially responsible global citizen.
(All Principles)
- 2) Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.
(Futures Principle)
- 3) Actively listen to others and value different points of view.
(Passion and Clinical Principles)
- 4) Understand their own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.
(Clinical Principle)
- 5) Be resilient, determined and to persevere through adversity.
(Thinking and Futures Principles)
- 6) Be creative problem solvers and lateral thinkers.
(Thinking Principle)
- 7) Take risks and value mistakes as an opportunity to learn.
(Thinking and Futures Principles)
- 8) Accept responsibility and demonstrate accountability for their own learning.
(Futures and Clinical Principles)
- 9) Question, investigate and reflect upon their learning.
(Thinking and Passion Principles)
- 10) Demonstrate leadership and entrepreneurial qualities.
(Passion Principle)

Fees and Payments

Term Invoices

- Term Invoices will be issued four times each year. The invoice will be for fees one term in advance. The Term Invoice will include the Tuition Fee and Composite Charge and may also include camps, private instrumental tuition and stationery charges (where applicable).
- A Late Payment Fee may be applied to all Term Invoices not paid by the due date. Families experiencing financial difficulties are encouraged to contact the Corporate Services Manager to discuss payment options.
- Private Instrumental Tuition – These fees will be charged per semester according to the lessons in which your child is enrolled. Standard lessons are 30 minutes with 16 lessons per semester.

Methods of Payment

The following payment methods are available to Southern Cross Grammar families.

- Direct Debit (monthly or fortnightly option available)
- Direct Deposit (Bank Account and Reference information will be included on the invoice)
- EFTPOS
- Credit Card (Visa and Mastercard accepted, a 1% surcharge applies)
- Cheque – made payable to Southern Cross Grammar
- Cash – deposits are to be made at the ANZ bank quoting your family ID

Child Care Benefit (CCB)

The Commonwealth Government provides a Child Care Benefit (CCB) for fees paid towards Outside School Hours Care (OSHC) and vacation care.

Eligibility and claiming processes can be found on the Australian Government Department of Human Services website and by following the links to Child Care Benefit.

Please note that our Outside of School Hours Care (OSHC) program is operated independently through Camp Australia – more information can be obtained from their website:

<http://www.campastralia.com.au/parents.aspx>

House Competitions

Students are involved in a wide variety of inter-house sport competitions that complement the interschool competitions. Annual events include: House Swimming, House Athletics and House Cross Country. Importantly, the House competition also involves cultural, artistic and academic competitions. The nature of the activities change annually to address the needs and interests of the current student cohort. There are four houses; each named after a star of the Southern Cross. The houses are also allocated virtue, colour and mascot:

Alpha	Achievers	Green	Alpaca
Beta	Believers	Yellow	Bison
Delta	Dreamers	Blue	Deer
Gamma	Greats	Red	Gazelle

Camp – Years 1 - 4

The outdoor education and camps program is considered an integral part of the Southern Cross Grammar curriculum. Great care with planning is taken to ensure that meaningful and reasonably priced experiences are offered and includes:

Year 1	Dinner and activities experience at the School	
Year 2	Overnight sleep-over at the School	
Year 3	3 days/2 nights experience	Highlands experience
Year 4	3 days/2 nights experience	Highlands experience
Year 5	5 days/4 nights experience	Coastal experience
Year 6	5 days/4 nights experience	National experience - Canberra
Year 7	5 days/4 nights experience	Woodland experience
Year 8	5 days/4 nights experience	Coastal experience

The program for each camp is carefully linked to the overall curriculum and as such it is the School's expectation that students will attend. To ensure maximum benefit and safety, the school's program is facilitated by AusCamp, an outdoor education specialist company. School staff are in attendance to support the 'pastoral needs' of the students.

Private Instrumental Tuition

In addition to the classroom music program, Southern Cross Grammar offers individual and group lessons for students in guitar (electric, acoustic, bass and electric), piano, voice, strings (cello, double bass, viola and violin), woodwind (clarinet, saxophone), brass (flute, trombone, trumpet) and percussion.

All instrumental tuition is conducted by qualified instructors who have been specifically engaged by the School to conduct these lessons.

Students will receive 16 lessons per semester, each lasting 30 minutes. These lessons are billed per semester to your school account and are payable prior to commencement of lessons.

Booking Procedure

Prior to commencement the Private Instrumental Music Tuition Application form must be completed and submitted to the School Office. Parents and students will be notified of the commencement date for the lessons. A full term's notice (10 weeks) must be provided if a student is discontinuing.

Instrument Hire

Hire and/or purchase of instruments are to be organised externally by the parent/carer. Students may consult their instrumental tutor on instrument hire and purchase. Payment, collection and care of these instruments is the responsibility of the student and parent.

School Canteen

In the interest of supporting our families, an on-site canteen service is available to Southern Cross Grammar students every Wednesday, Thursday and Friday during the school term.

A balanced and health conscious menu is offered. A list of items for order can be obtained by contacting the School Office or by visiting the website: <http://southerncrossgrammar.com.au/canteen>

Lunch packs are collected from the canteen prior to lunch and each classroom is equipped with a refrigerator for the students to safely store their packs. This service is not available during the school holiday period. Please contact the School Office for further information.

Ordering Procedure

Lunch orders are ordered online via www.school24.com.au and must be submitted prior to 8.30am on the day they are required. You will need to register with School24 prior to being able to submit a lunch order request. For further information please visit: <http://southerncrossgrammar.com.au/canteen>

School Uniform

Students are expected to wear the correct uniform at all times and parents are asked to support the School to ensure this. The uniform is seen as an important part of the School's commitment to building a safe and respectful school environment with high expectations for its students.

The full day uniform (summer or winter) should be worn to and from school each day. Children in Foundation to Year 4 are permitted to wear their full sports uniform to school on the days that they have Sport or Physical Education. In cases where there might be variation from this routine (e.g. House Events), parents will be given notice in writing.

All uniform items listed are able to be purchased from the uniform supplier.

To assist with the return of lost items all articles of clothing, bags, books, equipment and personal property should be **clearly labelled** with the owner's name. We recommend using iron labels which can be purchased from a variety of online suppliers (BrightStarKids, StuckOnYou, IdentityDirect, MyNameLabel).

Appearance statement:

The School Uniform must be worn in the correct manner on all school occasions, including when travelling to and from school.

When attending a sporting fixture, students must wear the School tracksuit. Correct sport uniform is to be worn at practices and matches unless otherwise arranged by coaches.

Dress should always reflect care in personal presentation and should enhance the reputation of the individual and the School. Specifically:

- All students are required to wear the correct school uniform to and from school
- Hair must be well groomed. Extremes in hair style, colour or length are unacceptable. For boys, hair must be above the shirt collar. Boys are not allowed to wear their hair in a 'bun'. If girls wear their hair long, it must be tied back with a scrunchie, ribbon or headband in the colours of the school
- Make-up is not allowed
- Rings and wrist chains or bands are not allowed
- Necklaces must not be visible
- Girls and boys with pierced ears are permitted to wear one pair of matching plain silver or gold studs or sleepers, one per ear. A small silver crystal/diamond is permitted.
- No other visible body piercing is permitted
- Girl's dresses must be at least knee length

Wearing Requirements

- During Terms 1 and 4, students are able to wear the full summer
- During Terms 2 and 3, students are required to wear the full winter uniform.
- A winter shorts option for boys is available
- For students in Years 3 and above, the school blazer should be worn to and from school every day. During the warmer months, students will be advised during the day as to whether they will be required to wear the blazer home. This will be dependent on the temperature.

Girls Foundation – Year 10 Uniform			Boys Foundation – Year 10 Uniform		
Girls Term 1 and Term 4 Summer Uniform			Boys Formal Summer and Winter Uniform		
Summer Dress (F – Year 10)			Short Sleeve Shirt (F–Year 10)		\$ 36.00
3J – 4J – 6J – 8J	\$	67.95	Long Sleeve Shirt (F – Year 10)		\$ 38.00
10J – 12J – 14J	\$	72.00	Shorts (F – Year 10)		
8A – 10A – 12A	\$	79.00	Youth ½ Elastic Back, Fly Front (style 230)		\$ 28.50
14A – 16A – 18A	\$	83.50	Youth ½ Elastic Back, Plain Front (style 231)		\$ 28.50
Summer Socks 3 Pack (F – Year 10)	\$	11.95	Youth & Mens sizes, Tab Waist (style 44)		\$ 43.50
Winter Tunic (F – Year 2)	\$	127.00	Trousers (F – Year 10)		
Winter Skirt (Year 3 – 10)	\$	133.00	Youth Sizes (1/2 Elastic Back – Style 301)		\$ 43.50
Winter L/S Blouse (F – Year 10)	\$	38.00	Youth Sizes (Belt Loop – Style 108)		\$ 50.95
Winter Tights (microfiber or cotton) (F – Year 10)	From \$	14.95	Men's Sizes (Belt Loop – Style 109)		\$ 51.95
Tie (F – Year 10)	\$	21.00	Tie (F – Year 10)		\$ 21.00
Bucket Hat (F – Year 10)	\$	15.95	Bucket Hat (F – Year 10)		\$ 15.95
Girls Term 2 and Term 3 Winter Uniform			Socks (Stripe) (F – Year 10)		\$ 9.50
Winter Tunic (F – Year 2)	\$	127.00	Term 1 - 4 Compulsory Uniform		
Winter Skirt (Year 3 – 10)	\$	133.00	Blazer (Year 3 – 10)		
Winter L/S Blouse (F – Year 10)	\$	38.00	60 – 65		\$ 197.50
Winter Tights (microfiber or cotton) (F – Year 10)	From \$	14.95	70 – 75 – 80		\$ 199.95
Tie (F – Year 10)	\$	21.00	85 – 90 – 95		\$ 212.50
<i>Please note that the Sports Jacket cannot be worn over the winter uniform. In the event of cold weather, the Anorak/Spray Jacket may be worn.</i>			100 – 105 – 110		\$ 220.00
Term 1 - 4 Compulsory Uniform			Pullover (F – Year 2)		
Blazer (Year 3 – 10)			60 – 65		\$ 84.95
60 – 65	\$	197.50	70 – 75 – 80		\$ 89.95
70 – 75 – 80	\$	199.95	85 – 90 – 95		\$ 96.95
85 – 90 – 95	\$	212.50	100 – 105 – 110		\$ 99.50
100 – 105 – 110	\$	220.00	Sports Uniform		
Pullover (F – Year 2)			Sports Jacket (Year 3 – 10)		\$ 97.50
60 – 65	\$	84.95	Full Zip Fleece Jacket (F – Year 2)		\$ 45.50
70 – 75 – 80	\$	89.95	Full Zip Fleece Vest (Optional)		\$ 37.50
85 – 90 – 95	\$	96.95	Track Pants (F – Year 10)		\$ 48.95
100 – 105 – 110	\$	99.50	S/S Polo Top (F – Year 10)		\$ 46.95
Sports Uniform			L/S Polo Top (Optional)		\$ 48.95
Sports Jacket (Year 3 – 10)	\$	97.50	Sports Shorts (F – Year 10)		\$ 31.50
Full Zip Fleece Jacket (F – Year 2)	\$	45.50	Sports Socks (F – Year 10)		\$ 14.95
Full Zip Fleece Vest (Optional)	\$	37.50	Accessories		
Track Pants (F – Year 10)	\$	48.95	Anorak Rain Jacket (Optional)		\$ 95.00
S/S Polo Top (F – Year 10)	\$	46.95	Spray Jacket (Optional)		\$ 27.95
L/S Polo Top (Optional)	\$	48.95	Name Labels (per 50 units) (Optional)		\$ 21.50
Sports Shorts (F – Year 10)	\$	31.50	Belts (Black Leather)		\$ 13.95
Sports Socks (F – Year 10)	\$	14.95	Vest (Optional F – Year 10)		
Accessories			60 – 65		\$ 63.95
School Backpack – Compulsory 2 sizes available From	\$	45.50	70 – 75 – 80		\$ 72.50
Anorak Rain Jacket (Optional)	\$	95.00	85 – 90 – 95		\$ 79.50
Spray Jacket (Optional)	\$	27.95	100 – 105 – 110		\$ 86.50
Name Labels (per 50 units) (Optional)	\$	21.50	School Backpack – Compulsory 2 sizes available From		\$ 45.50
Hair Accessories (Optional) From \$	3.00		Noone Imagewear Niddrie Store Trading Hours Mon – Fri: 8.30am – 5.30pm Sat: 9.00am – 1.00pm 543 Keilor Road, Niddrie, 3042 Ph: (03) 9379 5037 Email: niddrie@noone.com.au		
Vest (Optional Foundation – Year 10)					
60 – 65	\$	63.95			
70 – 75 – 80	\$	72.50			
85 – 90 – 95	\$	79.50			
100 – 105 – 110	\$	86.50			

SOUTHERN CROSS GRAMMAR – UNIFORM (Shoes)

GIRLS SHOES – Foundation to Year 10	BOYS SHOES – Foundation to Year 10
Girls Formal Shoes	Boys Formal Shoes
 Polished Black Velcro	 Polished Black Velcro
 Polished Black Double Velcro	 Polished Black Lace-Up
 Polished Black Buckle	Boys Sports Shoes (Classified 'runner' or 'trainer' with non-marking soles)
	 Velcro with non-marking soles
 Polished Black Lace-Up	 Lace-up with non-marking soles
Girls' Sports Shoes (Classified 'runner' or 'trainer' with non-marking soles)	<div style="background-color: #d3d3d3; padding: 10px;"> <p>New to You Uniform @SCG</p> <p>Run by the PFA, New to You Uniform @SCG provides families with the opportunity to purchase near-new (second hand) uniform at a discounted price.</p> <p>Location Middle School Office Corner of Gourlay Road and Lancefield Drive Caroline Springs VIC 3023</p> <p>Opening Hours (during Term time) Thursdays between 2.30pm and 3.30pm Or by appointment.</p> <p>pfa@scg.vic.edu.au</p> <p>(03) 8363 2000</p> </div>
 Velcro with non-marking soles	
 Lace-up with non-marking soles	

Attendance and Absence

Parents are required to telephone the Junior School before 9.00am on the first day of their child's absence. Following a student's absence from school, a note of explanation is required. This can be in the form of a hand written note, a diary note or an email to the School (admin@scg.vic.edu.au).

Requests for planned student absence during school time should be made in writing, via a formal request to the Principal at least 4 weeks in advance.

Illness and Accident

A student who requires any form of medical attention will be given first aid treatment by a First Aid Officer who will, when necessary, make contact with parents. Where medical attention is required the student is provided with an Illness/Injury Parent Notification form.

It is important for our medical records to be completely current. Parents are asked to take care when providing information on medical conditions and to advise the School as soon as possible of any changes to the medical profile of their son or daughter. Please note that an emergency contact should always be available.

Health

Parents and carers are asked to note that:

- No student who is suffering from any illness, or who has been in recent contact with any infectious disease, may attend school unless prior permission has been given by the Principal.
- Students who require prescribed medication to be administered during school time should report to either the Junior School or Middle School Office for instructions regarding the safe administration of the medication.

School Hours

Start and finish times for students are as follows:

Foundation to Year 4	Time
School Commences	8.30am
1A	8.30am - 9.10am
1B	9.10am - 9.50am
2A	9.50am - 10.30am
Recess	10.30am - 10.50am
2B	10.50am - 11.30am
3A	11.30am - 12.10pm
Lunch	12.10pm - 12.50pm
3B	12.50pm - 1.30pm
Positive education	1.30pm - 1.50pm
4A	1.50pm - 2.30pm
4B	2.30pm - 3.10pm
School Concludes	3.10pm

School Reception/ Middle School Office operates from 8.00am—4.30pm daily

The Junior School Office operates from 8.00am – 4.00pm daily

Supervision: Arrival and Departure

Staff are in attendance at the School from 8.00am until 4.30pm. The grounds are supervised by staff on a roster basis before school (8.15am – 8.30am), at recess and lunch breaks as well as after school (3.05pm – 3.30pm).

Students are required to be at school by 8.25am in readiness for an 8.30am commencement. Carers are asked to note that early morning supervision of the school grounds does not begin until 8.15am.

At the end of the day, students should leave the school as quickly as possible at the conclusion of their last class (with the exception of those involved in special activities). Parents are asked to ensure that travel arrangements are clearly understood by children.

Foundation to Year 6 students unsupervised outside the normal school hours of 8.15pm - 3.30pm (with the exception of those involved in special activities) will, for their own safety, be placed in the Outside School Hours Care (OSHC).

Lost Property

Parents are asked to ensure that ALL items of clothing are clearly named.

Items of lost property which are clearly named will be returned to the student or their Homeroom Teacher at the end of each week.

Un-named items will be held at the School Office and can be collected at any time. All unclaimed, un-named uniform items in Lost Property at the end of each term will be provided to the School's Uniform Shop to be sold as near new (second-hand) uniform.

Non-uniform items which are not named and not collected by the end of the year will be donated to charity.

Assembly

Assembly is viewed as the opportunity to celebrate success, develop community spirit and understanding as well as an important student performance opportunity. They are an important part of School life and involve all staff and students.

Assemblies for both the Junior School (F – 4) generally occur every second Friday morning in the Junior School Learning Hub. An assembly roster will be published on the Term Calendar.

Themes such as friendship, respect for others, resilience and service and the celebration of student learning are promoted and shared.

Parents, carers and friends are most welcome to attend assemblies however, it is important to note that some of these sessions may not be appropriate for the very young.

Homework

The School believes in the value of meaningful homework on a regular basis. Homework serves a number of purposes:

- Revision for purposes of consolidation
- Reflection on learning experiences
- Remediation where a student completes extra work aimed at overcoming problems faced or clarifying skills and understandings
- Completion of tasks undertaken in class
- Preparation for future activities
- Enrichment and extension

Homework is considered most important as it also encourages self-discipline and self-direction. It cultivates good study habits and fosters initiative. It is expected that students will complete homework daily, based on the following guidelines:

Foundation	10 minutes
Year 1	15 minutes
Year 2	20 minutes
Year 3	25 minutes
Year 4	30 minutes

Homework from Foundation - Year 4 is distributed on a Monday and is submitted to the Classroom Teacher on Friday. Key areas include Literacy, Numeracy, Spelling, Humanities and the Personal Goal Plan (PGP's). To maintain interest homework is sometimes an assignment or presented in a Multiple Intelligence Grid.

In addition and where possible, students are expected to read each night. This may be silent or shared, such as reading aloud to a family member for younger students. They are also encouraged to practice their spelling. The School recommends:

Foundation	10 minutes
Years 1—3	15 minutes
Years 4—6	20 minutes
Years 7—10	20 minutes

Parent - Teacher interviews are arranged twice per year. Evening meetings are also conducted to explain and discuss school curriculum areas, to provide detail of School programs and to assist parents in the various stages of student preparation generally.

The School encourages the free flow of communication and recognises the important partnership of student-teacher-parent in the educational process. Should additional feedback or an interview be required, this can be arranged.

Student Representative Council – Leadership

The development of leadership skills and the provision of leadership roles are both seen to be of special importance. A Student Representative Council, operates to serve the school community within the Junior School (F-4) Middle School (5-9) Senior School (10-12) sections of the School.

- Junior School Captains 1 girl and 1 boy from Years 4 and 6 for 2017 and 2018, elected annually
- Junior School Vice-Captains No more than 2 girls and 2 boys from Years 4 and 6, elected annually
- House Captains 1 girl and 1 boy from Years 4 and 6 for 2017 and 2018, elected annually for each House
- Class Captains 1 girl and 1 boy from each class, elected each term

NB: A student can only be elected a Class Captain on a maximum of 3 occasions

Outside School Hours Care (OSHC)

To help busy parents manage family and work commitments, an Outside Hours School Care program is available at Southern Cross Grammar. Students from Foundation to Year 6 are welcome to attend. This is operated in the Junior School Building by the Camp Australia group.

Children enjoy a variety of activities including cooking, art, craft, games, drama, dance and indoor and outdoor play, both structured and unstructured. Homework activities can be supervised if required. There is open, supervised access to all facilities including the Junior School Learning Resource Centre (Library), computers, playground and sports field.

The program runs from 6.30am to 8.30am and 3.00pm to 6.30pm each school day.

Any student from Foundation to Year 6 who arrives at school prior to 8.15am must attend OSHC. Those students who are not collected from school by 3.30pm will, for their own safety, be placed in the Outside School Hours Care program.

Enrolment Procedure

To attend Outside School Hours Care (OSHC) your child must be enrolled. All queries regarding enrolment and fees need to be referred to Camp Australia who can be contacted on 1300 105 343.

Parents and Friends' Association

The Parents and Friends' Association seeks to encourage a strong school community and, as a consequence of its activities, a positive school experience for our students and their families.

Southern Cross Grammar does not require parents and carers to volunteer to assist in the upkeep and maintenance of the School. We do, however, encourage our families to participate in School activities and events wherever possible as this contributes to the emotional health of the school.

As the School continues to grow, the Association will become an important conduit for the communication of issues and ideas. The Association's focus will remain community and service based; supporting the School and the range of activities on offer. Opportunities to present other concerns will be provided in the form of Coffee Mornings with the Principal and the Head of Junior/Middle/Senior School.

The Head of Teaching and Learning and Head of Junior/Middle/Senior School attend Association meetings where possible to provide the group with an update on School activities, strategic planning and objectives set by the School's Board of Directors. When unable to attend, a written update is provided.

The Association meets on a monthly basis to plan their activities and set objectives. Meeting dates and times are published in advance in the School's term calendar.

Everyone is a member of the PFA.

Getting together is a beginning.

Keeping together is progress.

Working together is success.

School Rules

Offensive Language

- Threatening, stalking, hitting, or hurting others is not tolerated.
- Intentionally making a false accusation that jeopardises the professional reputation, employment, or certification of a teacher or other member of school staff is not tolerated.
- Sexual harassment and sexual violence are unlawful and will be grounds for disciplinary action.
- Students who believe they have been victims of sexual harassment or sexual violence should report the alleged act immediately.
- Using insulting, profane, vulgar, lewd, racially or sexually offensive written or oral language, or making obscene remarks or gestures is forbidden.

Attendance

- School attendance is compulsory.
- Students must be punctual for all school commitments.
- School commitments extend beyond the classroom. They include attendance at sport training and fixtures, music practice and performances and House and School functions.

Studies

Students are expected to:

- Prepare for class by bringing paper, pencil, pen, books, and other needed supplies.
- Complete all class work and homework.
- Take home and return necessary forms.

Technology

- Students have a responsibility to use technology and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational purpose.

Chewing Gum or Bubble Gum

- Chewing gum and bubble gum of any kind or nature are not permitted on school grounds.

Property

- No student may touch, borrow, interfere with, or damage any property of the school and its employees or of any other person.
- Any damage to property must be reported immediately to a member of staff.
- Vandalism is not tolerated.
- Littering is not tolerated.
- Students are not permitted to buy or sell property at school.
- Take care of and return all textbooks, library books, computers, sports equipment or other school-owned materials loaned to them.

The Environment

We are all responsible for maintaining a clean, pleasant environment within the School. Using the bins provided for general rubbish and recycling is an important responsibility that all members of our School community have. As part of our commitment to developing student awareness of the environment, each classroom will have a general rubbish bin as well as recycling bins. To assist us, we request that parents ensure food wrappings are kept to a minimum.

Pornographic Material

- Possessing, storing and/or distributing pornographic/obscene material is prohibited.

Mobile Phones and MP3 Players

- Students *are* permitted to bring mobile phones to school. If parents require their child to have a mobile phone at school for safety reasons associated with communication outside of normal School hours, it is important to note this is brought to school at your own risk. The school takes no responsibility for lost or stolen devices.
- For students in F – 4 (without a locker) are encouraged to hand their phone to their Homeroom teacher to be safely stored during the school day.

Fire and Emergency Regulations

- In the event of a fire, earthquake, bomb scare or other emergency a student must take no risks and inform the nearest staff member.
- Students must follow the regulations as instructed. No individual diversion is permitted.

Drugs and Substances

- No student is permitted while on school premises, when wearing school uniform, or when attending a function as a member of the school to:
 - smoke
 - consume alcohol
 - deliberately inhale solvents
 - possess drug-related equipment such as syringes, bongs, pipes, except in cases of lawful medical use
 - possess or use prohibited drugs in accordance with the Drugs Misuse and Trafficking Act 1985
- The sale, purchase, possession and/or use of drugs (including tobacco, cigarettes and alcohol) is forbidden. Acting as an agent for such substances is also forbidden.

Misrepresentation

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc. is not tolerated.

Gang Activities

- Conducting, recruiting, or participating in youth gang activities at school is not permitted.
- Using gang-related or cult-related gestures and/or signs is not permitted.

Other Criminal Activities (including but not limited to)

The following are not permitted. They are criminal acts and will be referred to the relevant authorities.

- Having and/or hiding a weapon.
- Threatening or hurting a person with a weapon.
- Committing robbery.
- Forcing someone to give money, possessions, or other things of value to another or oneself (extortion).
- Endangering the lives of students and staff by failing to report a threat of violence against others.
- Making a bomb threat.
- Sexual assault.
- Kidnapping or abduction.
- Homicide.
- Committing other criminal acts.

Breaches of Code of Conduct

Students should recognise that there are consequences for breaching the Code of Conduct. This is explained further in the School's Welfare and Discipline Policy.

Wheeled Devices

Roller skates, rollerblades, skateboards, and other wheeled devices (not including bicycles or scooters) are forbidden in school grounds unless specific permission is given by the Principal.

Internet Access

All students have access to a filtered internet connection whilst on school grounds. Students will be given access to internet resources upon receipt of the signed annual Internet Access Agreement form, which indicates you agree to comply with the School's Student Internet Use Policy.

Student Internet Use - Code of Conduct

- Students will not deliberately seek out, create or receive material that is racist, sexist, offensive or abusive in any way.
- Students will not break copyright law by copying another person's work from the Internet and indicating it is their own.
- Students will not access email, Chat Lines or Chat Rooms without the permission of a teacher.
- Students will not interfere with the computer settings without the permission of a teacher.
- Students will not use sound without headphones where this is disruptive of others.
- Students will not interfere with the work of any other student.
- Students will not play games, whether these are downloaded to the network or brought from home on disk, unless authorised to do so by a teacher or network administrator.
- Students will not download any material without the permission of a teacher.
- Students will not reveal any details about themselves or any other person on the Internet.
- Students will inform supervising teachers immediately if any material is accidentally found which makes them feel uncomfortable or is inappropriate.
- Students will not interfere with the operation of network, install programs or attempt to breach security in any manner, without authorisation of the network administrator.
- Students will be advised of the requirements of the Commonwealth Crimes Act in relation to computer usage and will be expected to adhere to the requirements of the Act. The Act states that a person shall not knowingly or recklessly:
 - use a telecommunication service supplied by a carrier to bully, menace or harass another person; or
 - use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
- Students will be required to act responsibly at all times and not act in a way that may offend other users of the system.

It is strongly recommended that parents provide Internet access to their children at home. The Australian Government provides free Integard PC Internet filtering software to all Australian families. The software can be obtained by calling 1300 763 478 to arrange for the software to be posted to you or visit www.netalert.gov.au and download the free Integard PC Internet filtering software.

The internet is required at home for take-home assignments, to access School resources via the School website as well as providing access to educational websites such as Mathletics. Please speak with the Information Technology Manager at the School should you have any queries about this.

Sun Protection Policy

Rationale

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin and eye damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer. Australia has the highest rate of skin cancer in the world.

This policy is followed whenever UV Index levels reach 3 and above. In Victoria, average UV Index levels are 3 and above from the beginning of September until the end of April.

The goals of the SunSmart Policy are to:

- Increase student and community awareness about skin cancer and sun protection
- Encourage the entire School community to use a combination of sun protection measures at all times
- Work towards a safe environment that provides shade for students, staff and the School community
- Assist students to be responsible for their own sun protection
- Ensure that families and new staff are informed of the School's SunSmart policy

Sunscreen

We ask that parents provide a small container of sunscreen for use by students during play and lunch breaks. It is very important that students use sunscreen as it forms part of our Duty of Care responsibility under State and Federal legislation to all students at the School. Teachers are not permitted to apply sunscreen, so please ensure your child has practiced applying this to themselves. Please note we cannot supply sunscreen to students who do not have any. We must also insist that students do not share sunscreen. This is to ensure any potential reactions to allergies are avoided.

Our Sun Protection Strategies

All students and staff use a combination of sun protection measures. Particular care is taken between 10.00am and 2.00pm (11.00am and 3.00pm daylight saving time) when UV Index levels reach their peak. Our SunSmart policy is considered when planning all outdoor events e.g. assemblies, camps, excursions and sporting events. Where possible, we have outdoor activities or events earlier in the morning or later in the afternoon, or we try using indoor venues.

1. Shade

The School Management ensures there is a sufficient number of shelters and trees providing shade in the School grounds, particularly in areas where students congregate e.g. lunch, canteen, outdoor lesson areas and popular play areas.

In consultation with the SCG Board, shade provision is considered in plans for future buildings and grounds. The availability of shade is considered when planning excursions and outdoor activities.

Students are encouraged to use available areas of shade when outside. Students who do not have appropriate hats or outdoor clothing are directed to stay in the shade.

2. Clothing

Sun protective clothing is included in our School uniform/dress code and sports uniform. School clothing is made of close weave fabric and includes shirts with collars and longer sleeves, longer style dresses and shorts and rash vests or t-shirts for outdoor swimming.

3. Hats

Students are also required to wear the SCG hat to protect their face, neck and ears whenever they are outside. Wearing of hats is compulsory during Terms 1 and 4 but students are encouraged to wear hats throughout the year.

4. Sunglasses

Students and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

5. Sunscreen

SPF 30+ broad spectrum, water resistant sunscreen should be provided by parents for student use. Sunscreen is not to be provided, or applied, by School employees. Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outside for long periods