

Prescott College

7 – 12

Overseas Parent and Student Information Handbook

2020



Because your child matters.....

2 Koonga Avenue
PROSPECT, SA, 5082
Ph (08) 8269 1655

email: info@prescottcollege.sa.edu.au

CRICOS Provider Code:

01611J





Table of Contents

STAFFING.....	5
Administration	5
Teachers.....	5
Support Staff.....	5
EDUCATIONAL PHILOSOPHY	7
Vision Statement.....	7
Mission Statement	7
Values Statement	7
The Philosophy	7
Statement of Special Character	8
ADMINISTRATION	9
School Advisory Council	9
Overseas Student Registration Details	10
SCHOOL HOURS & SUPERVISION.....	10
School Timetable and Assemblies.....	10
PARENT-SCHOOL LIAISON.....	12
STUDENT TRANSPORT SERVICES.....	12
<i>Prescott College Bus Service</i>	12
<i>Inter-Campus Bus Service</i>	13
STUDENT ATTENDANCE.....	14
<i>Attendance Expectations</i>	14
<i>Student Absences</i>	14
<i>Arriving Late</i>	15
<i>Leaving Early</i>	15
<i>Outside School Hours</i>	15
STUDENT SERVICES.....	15
<i>Canteen</i>	15
<i>Recess and Lunchtime Sports</i>	16
<i>Library and Printing</i>	16
<i>Laptop Program and Internet Access</i>	16
<i>Diverse Learning</i>	16
<i>Homework Club</i>	16
<i>Pastoral Care / Chapel</i>	17
<i>Student Counselling</i>	17



<i>Photographs</i>	17
SICKNESS / ACCIDENTS	17
PERSONAL ITEMS POLICY	18
UNIFORM REQUIREMENTS.....	18
<i>Uniform Policy</i>	18
School Uniform Shop	22
Lost Uniform Items.....	22
ACADEMIC INFORMATION	23
Curriculum	23
Assessment and Reporting.....	23
Homework.....	24
Textbooks and Stationery	24
Languages Other than English	24
Library.....	24
Special / Adaptive Services	24
Music	25
School Camps and Excursions	25
School Chaplain.....	26
Sports Program and Sports Day	26
Swimming Instructions – Junior Students	26
Swimming Carnival Secondary Students.....	27
CHESS	27
STUDENT WELFARE SERVICES	27
Overseas Student Health Cover (OSHC)	27
Child Protection Laws	27
Internet Safety & Personal Security	27
International Student Visa Conditions - Academic Progress & Attendance	29
COMPUTERS	30
TELEPHONES.....	30
AUSTRALIA POST.....	31
HEALTH & MEDICAL SERVICES IN AUSTRALIA.....	31
SCHOOL POLICIES	33
FFPOS Entry Requirements Policy.....	33
Assessment and Reporting Policy	34



Behaviour Learning Policy	35
Child Protection Policy	38
FFPOS Refund Policy	39
FFPOS Student Transfer Policy	41
School Complaints and Appeals Policy	42
FFPOS School Progress and Attendance Policy	44
Bullying and Harassment Policy	46
Infectious Diseases Policy	48
Mobile Phone Policy	50
Privacy Statement of Prescott College	51
Student Grievance Policy	52
Sun Protection Policy	53
Critical Incident Policy	54



STAFFING

Administration

Principal	Mr Peter Charleson
Deputy Principal	Dr John Lewis

Teachers

Science	Mr Daniel Zilm / Miss Vivienne Bradtke / Samantha McNeill / Mr Kendrick Watson
Physics	Mr Daniel Zilm / Jeremy Kiratidis
Chemistry	Miss Vivienne Bradtke
Biology	Miss Vivienne Bradtke / Mr Kendrick Watson
Food and Textiles	Miss Samantha McNeill / Elizabeth Ludlow
Design & Technology	Mr Stuart Crisp
History	Mr Jared Bocala / Pr Jake Whittaker
Drama	Miss Monique Graf
English	Miss Monique Graf / Mr Jared Wilder / Mrs Denise Nelson / Mrs Iolanthe Sutton
PLP	Miss Monique Graf
Maths	Mr Daniel Zilm / Mr Jeremy Kiratidis / Mrs Chantal Wilder
Research Project	Mrs Henrietta Van Rooyen
Music	Miss Chloe Richardson
French	Mr Maxime Goffeau
Yr 7 Eng/Relig/History/Geog	Miss Jane Talamaivao
Geography	Miss Krissie Hopkins
Religion	Dr John Lewis / Miss Krissie Hopkins / Miss Chloe Richardson / Miss Samantha McNeill
Art	Mr Ian Hamilton
IPP/Technology Digital	Mr Gary Keen
HPE	Mr Liam Davies / Mr Jared Wilder
SACE and Careers	Dr John Lewis
EALD	Mrs Henrietta Van Rooyen

Support Staff

School Services Officers

Administrative Team Leader	Mrs Melitah Davis
Administration	Mrs Melitah Davis / Mrs Jennifer White / Mrs Julie Imbrogno
Marketing and Enrollment Officer & Overseas student support	Mrs Julie Imbrogno
Uniform Coordinator	Mrs Jennifer White
Librarians	Mrs Kaarin Mattner / Miss Jayneen Orwa / Miss Janelle Orwa
SACE Coordinator	Dr John Lewis
NAPLAN Coordinator	Mr Daniel Zilm
Learning Support Coordinator	Miss Elizabeth Ludlow



SSO's Miss Tiana Potts / Miss Janelle Orwa / Miss Jayneen Orwa
Miss Audrey Rutto / Mr Vincent Ortuso / Rika Watson / Samantha Hann

Counselling Natalie Allen

IT Network Manager Mr David Willis

Ancillary Staff

Chaplains Pr Jake Whittaker

Bus Coordinator Miss Jennifer White

Canteen Manager Tricia Robson

Bus Drivers Andrew Campbell / Richard Slewa



EDUCATIONAL PHILOSOPHY

Vision Statement

We Learn. We Value. We Serve.

Mission Statement

Prescott College's mission is to instill and nurture Seventh-day Adventist Christian values in our students through all aspects of College life; academic excellence, Bible-based worship, care and concern for others and to provide students with responsible and Christ-centered leadership in the community.

Values Statement

Prescott College believes that each student is a child of God, unique and of immeasurable value. We recognise the importance of systematic development of the whole person. Students are taught to accept the concept of service as a principle of life; to be sensitive to the needs of people; and to become contributing members in their home and community.

The Philosophy

The Seventh-day Adventist Christian worldview is the core of Prescott College's philosophy. This Christian ethos serves as guiding principles behind our every interaction with our students, seeing the value that Christ sees in them and to help them develop in all aspects of their life.

Prescott College recognises God as the personal Creator, Sustainer, and Redeemer. He is the source of all life, knowledge, wisdom and truth. The biblical truths of the origin, nature and destiny of mankind teach that each person is created with the power of choice. It is important, therefore, that students are encouraged to choose Christ as their personal Saviour, and to develop a lasting relationship with God.

“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come. . .”

-Ellen G. White, Education, p.13

Our Core Values:

Integrity

Integrity is essentially doing the right thing even when no one is watching. Through everyday practice and modelling of values, our aim is for students to be confident in upholding moral principles, such as honesty and fairness, in all areas of their life.



Respect

Respecting one another is the foundation to a peaceful community and is an attitude our world needs more of today. Our students are encouraged to value diversity in culture, beliefs, opinions and choices that other people make, with a genuine love for one another.

Joy

While we love seeing our students' happy faces, joy is not just being happy. Rather, joy stems from a strong values and beliefs system that allows us to be grateful regardless of circumstance. Prescott College students are encouraged to know Christ personally and to claim His promises, which will give them a spiritual sense of joy. Our school community fosters joy through building positive relationships and support systems while providing a safe and nurturing learning environment for students to flourish.

Statement of Special Character

Prescott College offers a Seventh-day Adventist Christian education. This means that all that is planned and happens in the school is anchored in a biblical worldview.

Prescott College offers students:

- a climate in which they can understand what is pleasing to God, commit their lives to Him, and experience the joy of helping others;
- a balanced program that supports spiritual, intellectual, social, emotional and physical development;
- a core of knowledge and skills for everyday living appropriate to their age;
- an appreciation and respect for the home, the Church, the school, and the community.

Students have the opportunity:

- to respond to God's grace, and demonstrate their commitment through baptism, helping others, and showing willingness to do what is pleasing to God in every area of living;
- to develop positive attitudes and values towards God, society and others, the environment, material needs and themselves;
- to demonstrate competence in thinking, reasoning, decision-making, communicating and expressing as a foundation to schooling at the secondary level;
- to demonstrate interpersonal skills and emotional growth necessary for healthy relationships with their peers, family, and community;
- to know and practice basic principles of health and balanced living, including a wise use of time and entertainment media;
- to develop an appreciation for the dignity of work along with a growing awareness of career options appropriate to their interests and God-given abilities.



ADMINISTRATION

School Advisory Council

Prescott College is owned and operated by the Seventh-day Adventist Church. The Prescott Schools Board of Management appoints the School Council annually. Representatives from each Adventist church financing the school, as well as parents, are appointed. A Chairperson is appointed at the first Council Meeting each year.

The Council serves to:

- promote a differentiated curriculum in a Christian environment.
- be responsible for financial management.
- develop and maintain school plants and grounds.
- confirm enrolments and continued attendance.
- oversee the smooth operation of the school.

School Council Members 2020

MATICIC Alison	(Chairperson)
BUTCHER David	(BOD Chair)
MATICIC Joseph	(BOD Secretary)
ZYDERVELD Kaye	(BOD CFO)
CHARLESON Peter	(PC Principal)
LEWIS John	(PC Deputy Principal)
COWLEY Steve	(Director of Education)
WHITTAKER Jake	(PC Chaplain)
HOWARD Sarina	(Member, Trinity Gardens Church)
OLAIVER Eileen	(Member, Para Vista Church)
KEEN, Gary	(PC Staff Representative)
JOSE Dianne	(PPN Staff Representative)



Overseas Student Registration Details

Seventh-Day Adventist Schools (South Australia) Ltd t/a Prescott College
CRICOS Provider No: 01611J

CRICOS Course Name: Junior Secondary Studies 7-10
CRICOS Course No: 075800C

CRICOS Course Name: Secondary Years 11-12
CRICOS Course No: 089613B

SCHOOL HOURS & SUPERVISION

School Instruction Time

8.45 am. - 3.20 pm. Monday to Thursday
8.45 am. - 2.35 pm. Friday

School Supervision Time

8.15am – 3.45pm Monday to Thursday
8.15am – 3.00pm Friday

Office Hours

8.00am – 4.30pm Monday to Thursday
8.00am – 4:30pm Friday

All students are expected to be at school by 8.40 am.

The College gates will be open from 8.15 am. Students may enter College grounds at this time, to put their bags in their lockers.

The College grounds will be supervised from Monday - Thursday 8.15 am to 8.45am & 3.15 to 3.45 pm. Friday 8.15 am to 8.45am & 2.35pm to 3.00pm, as well as recess and lunch.

Early Friday Finish

Please Note* School Finishes at 2.35 on a Friday

School Timetable and Assemblies

Assembly

Assembly is held every Tuesday morning in the Assembly Hall from 8:45 – 9:05 am. Students will be seated in their Homeroom groups. It is expected that a quiet atmosphere is maintained on all occasions when entering and exiting the Assembly Hall.



Daily Program

Timetable – 2020

Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0	8.45 HOMEROOM	8.45 ASSEMBLY	8.45 HOMEROOM	8.45 HOMEROOM	8.45 HOMEROOM
1	8.55 8.55	9.05 9.05	8.55 8.55	8.55 8.55	8.55 8.55
2	9.40 9.40	9.50 9.50	9.40 9.40	9.40 9.40	9.35 9.35
	10.25	10.35	10.25	10.25	10.15
Recess	10.25 - 10.45	10.35 - 10.55	10.25 - 10.45	10.25 - 10.45	10.15 - 10.35
3	10.50 11.35	11.00 11.45	10.50 11.35	10.50 11.35	10.35 11.15
4	11.35 12.20	11.45 12.30	11.35 12.20	11.35 12.20	11.15 11.55
5	12.20 9-12 LUNCH	12.30 1.15	12.20 9-12 LUNCH	12.20 1.05	11.55 12.35
6	1.05 7-8 LUNCH	1.15 LUNCH	1.05 7-8 LUNCH	1.05 LUNCH	12.35 7-8 LUNCH
7	1.50 1.50	1.50 1.50	1.50 1.50	1.50 1.50	1.12 1.12
8	2.35 2.35	2.35 2.35	2.35 2.35	2.35 2.35	1.55 1.55
	3.20	3.20	3.20	3.20	2.35



P A R E N T – S C H O O L L I A I S O N

School Newsletter

The school's main means of communication is by the Fortnightly Newsletter email to parents. A newsletter is issued on Friday once a fortnight during school term. A hard copy is available upon request and will be sent home via your student. If you are not receiving the newsletter, please call or email Mrs Davis in Front Office to update your email address in our school system.

Phone: [08 8269 1655](tel:0882691655)

Email: reception@prescottcollege.sa.edu.au

Completed Forms

Any completed forms which need to be returned should be sent in with the student and handed in promptly. Forms are to be handed in to either the front office, or the appropriate staff member.

Information Night

The main Parent Information evening takes place in week 2 of term 1. The aim of the evening is to enable teachers to provide parents with an outline of the areas to be covered throughout the year and answer any questions parents may have on the curriculum. Parent Teacher evenings are also held 3 times a year, and provide an opportunity for teachers and parents to discuss student's interim reports and academic progress. Parents will be notified of specific upcoming dates and times via the College Newsletter, as well as the Online School Calendar (see below).

School Calendar

Our School Calendar outlines planned activities for the year, and can be accessed from the College Website, at <https://prescottcollege.com.au/news-community/calendar/>

The School Calendar enables parents to plan their program so they may support the school functions. The College Newsletter also provides reminders for immediate upcoming events.

Principal Contact

There are times when a situation may arise and you need to contact the principal urgently. You are welcome to call Mr Peter Charleson on his mobile: [+61433 326 697](tel:+61433326697).

S T U D E N T T R A N S P O R T S E R V I C E S

Prescott College is situated at 2 Koonga Avenue, Prospect. We provide a very quiet and safe environment for our students who travel to us by car, private school operated buses and public transport.

Prescott College Bus Service

Our private school bus brings students to our school from many surrounding suburbs. Our private bus route changes yearly depending on the locations and needs of our students.



COST: Use of our regular pick-up is \$1,252 for the year. This represents a very reasonable charge of approximately \$3 per trip. Access to private bus services cannot be guaranteed, however, our bus coordinator works hard to accommodate requests. The fee is charged at \$313 per term.

BOOKINGS: For more information or to book in to our bus service, please contact the school at +618 8269 1655.

Inter-Campus Bus Service

We run a complimentary intercampus bus service which goes from our sister primary school, Prescott Primary Northern in Para Vista, to Prescott College. This is a free bus service and bookings are essential as places are limited.

Public Bus Service

Many of our students use public buses to get to our school. There are three main bus stops that are walking distance from Prescott College:

Stop 9 Prospect Rd East Side (240m from the school)

Route G10C Blair Athol to City

Stop 9 Prospect Rd West Side (300m from the school)

Stop 10 Main North Rd East Side & West Side (600m from the school)

Route 209F Tea Tree Plaza to City

Route 222 Mawson Interchange to City

Route 224 & 224F Elizabeth Interchange to City

Route 225F Salisbury Interchange to City

Route 228 & 228F Smithfield Interchange to City

Route 229F Para Hills to City

It only takes about 10 minutes to take a bus from the city to Prescott College.

Timetables are available from your local Post Office, Newsagent and most shopping centres. For up-to-date information, please contact Passenger Transport Information on 08 8210 1000 or visit www.adelaidemetro.com.au to download a timetable.

Bus Code of Behaviour

Students of Prescott College are expected to behave in a responsible and cooperative manner while traveling on the school bus service.

Our expectations include:

- Students remaining seated with seatbelts fastened
- Showing respect to bus drivers
- Showing care for the bus



- Following the Prescott College Code of Conduct

Adherence to the above will enable all students who use the bus to travel to and from school in a safe manner. Students who choose not to adhere to the above code of behaviour will receive consequences in line with the school's behaviour learning policy. Students who refuse to comply with the above conditions on an ongoing basis will not be permitted to continue using the service.

Travel Code of Behaviour

The standard of behaviour required at College applies equally during travel on public buses or trains. Prescott College students are expected to abide by state rules governing pedestrians, as well as the following rules:

- They are to cross at the lights on Main North Road and on Prospect Road.
- Students are not to congregate outside the College property unless waiting for parents or guardians.
- Students are to enter and leave the bus in an orderly manner. They must obey the directions of the driver and show respect for the members of the public. This means that students should give up their seats for adults in public buses.
- Students are expected to be considerate, courteous and wear full College uniform while traveling on buses. If students are found incorrectly attired while traveling to and from school in any way, they will receive disciplinary action.
- Students catching College buses must make their way to and from the bus without delay. When coming to school students are to move immediately from the bus to the College grounds. At the end of the day students are to move straight to the bus and wait at the bus stop.
- Students who travel in buses that are equipped with seat belts must wear them at all times while traveling.
- Students who J-walk will automatically receive detentions.
- Students who misbehave on the roads will be disciplined.
- Failure to maintain standards of behaviour acceptable to the College or the bus company may result in the loss of bus privileges.

STUDENT ATTENDANCE

Attendance Expectations

All students are expected to attend school during term dates, unless otherwise informed. Students are expected to arrive at school no later than 8:40 am in time for Homeroom which commences at 8:45 am. School finishes at 3:20 pm on Monday to Thursday. On Friday school finishes at 2:35 pm. Homeroom groups meet each morning for worship, information sharing and roll marking at 8:45 am.

Student Absences

If a student is absent it is the responsibility of the parent/guardian to contact the Prescott College receptionist on +618 8269 1655 or email reception@prescottcollege.sa.edu.au **before 9:00am**. Year 12 students will be required to present a medical certificate for more than one day or if an assessment task is due on the day of absence.

If students are absent from school for one or more days, they must inform the College via an adequate note of explanation or a telephone call to the College receptionist. If this is not provided, the absence will be recorded as an "Unexcused Absence".



Arriving Late

Students arriving late to school must bring a note from their parents/guardians explaining their lateness and report to the Reception to receive a late note before attending class. Students may be disciplined unless they bring a note with an acceptable reason for the lateness such as a medical appointment. Notes need to be signed by the parent/guardian. After three late attendances without a parent/guardian note, a student will receive an afternoon detention. If a student continues to be late, they may be suspended or their names referred to the Discipline Committee for further action.

Students are expected to be at classes on time. Students with a valid reason for being late should obtain a note from the teacher of the class or appointment they have just completed and present it to their next class teacher. Those who make a habit of being late without a valid reason will receive a consequence.

Leaving Early

Students may only leave a class or class activity with the permission of their teacher. This includes carrying a note from that teacher outlining the permission that has been given.

No student is permitted to leave the College campus during school hours, including lunch, without specific permission from the Principal upon arrival at school, recess and or the Deputy Principal. At the end of the day, it is expected that students make their way directly home. Requests for leave must come directly from parents/guardians in written form. Year 12 students who have Study Leave or Lunch Leave permission to leave the College grounds during the day must sign out and in.

If students need to leave school early or for part of the day, they must bring a note from their parents/guardians and present it to the Deputy Principal. This will be signed and then presented to the teacher of the class from which they intend an early departure. Students must sign out on SEQTA at the Front Office as they leave.

Where possible, we ask that parents please organise all plans and messages for such things as travel, dental and hairdressing appointments, prior to their student leaving for school. The Front Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages. Note: Please call the Front Office rather than the student's mobile phone during school hours.

Without prior consultation with and approval from College Administration, students are not permitted to leave College early at the end of a term, return late at the commencement of a term or be away throughout the term.

Outside School Hours

Students should not arrive at the College before 8:15am or stay later than 3:45pm except when they are taking part in an activity supervised by a member of staff (e.g. Homework club, drama or music rehearsals, extra classes).

STUDENT SERVICES

Canteen

A vegetarian canteen is operated from Monday to Friday. Students should place orders for the Canteen during Roll Marking. Small snacks may also be purchased at walk-up during recess or lunch. The canteen operates on a cash only basis. Recess runs from 10:25am to 10:45am and lunch runs from 1:05pm to 1:50pm, and walk-up food can only be purchased within these hours. Please download a canteen menu from the College Website at:



<https://prescottcollege.com.au/school-services/canteen/>

Students may bring their own food into the school as well and it does not necessarily have to be vegetarian. Every effort is made to ensure that students are provided with healthy snack items and foods available for purchase meet the South Australian guidelines for Healthy School Canteens.

Recess and Lunchtime Sports

During recess and lunch, sporting equipment will be available for student use. The basketball court and both grassed oval areas may be used to play sport. Students will be reminded to finish their games and return any sports equipment 5min before the end of recess or lunch.

Library and Printing

Students are welcome to use the College library during recess and lunch. If students wish to use the library during class time, they must bring a note from their teacher.

The College provides an A3 coloured printer for student use in the library. Students will be given credit towards use of this printer every year. Additional credit may be purchased if required.

Laptop Program and Internet Access

Prescott College understands the importance of helping students use technology in rich and wholesome ways. We use computers as useful tools in many areas of our lives, and are keen for this to be the case in students' learning as well. A commercial quality wireless network and Internet access is available for student use. Please see our IT coordinator Mr. Willis to help set up your personal laptop/notebook/tablet device.

Prescott College provides a sustainable way for families to purchase a laptop for their child to use at school and at home. Payment for the laptop is made quarterly over a period of two years, at the completion of which, the student will own the laptop. For further information on how to purchase a laptop through the Laptop Program, please visit the College website at: <https://prescottcollege.com.au/school-services/laptop-program/>

Diverse Learning

Through the Library, Prescott College provides Diverse Learning Support to students who have been identified with a need for additional support in their studies.

Prescott College is a non-preferential school, which accepts and welcomes students regardless of current level of academic ability. We believe that *your child matters*, which is a philosophy that we embrace every day in each classroom. Therefore, we aim to work with each student as an individual capable of achieving more both personally and academically.

If you feel your child is experiencing difficulty with class work, please make your class teacher the first point of contact. Our teachers are always enthusiastic to work with students and their families to provide additional support, and make sure students have the opportunity to reach their potential.

Students are offered support if they have learning difficulties and have an IEP (Individual Education Plan). This means they either arrive with a plan from their Primary School or are issued one from Prescott College.

Once students have been identified as having learning difficulties they are offered weekly one on one support, usually focusing on Literacy and Numeracy. However, students can negotiate to work on other subjects, or homework, with their Diverse Learning Assistant. At Prescott College, we see Diverse Learning as an on-going scheme and student progress is monitored throughout as well as at the end of each year. We consider parental feedback and communication with the school as an important and integral part of the Diverse Learning process.

Homework Club

Prescott College currently provides tutors on Tuesday and Thursday afternoons each week from 3.30 – 5pm. All students are encouraged to attend Homework Club, especially those who would like additional support in their



studies. This is an opportunity for students to focus on their schoolwork, with a tutor to provide any desired assistance. Please take advantage of the Homework Club to improve knowledge and understanding within each subject area.

Pastoral Care / Chapel

"For where two or three gather in my name, there I am with them." Matthew 18:20

Prescott College is committed to teaching good habits to our students based around our school values of Integrity, Respect and Joy from a God-centered perspective. Our school is a place of empowerment and energy that comes through encouragement from dedicated teachers and schoolmates working together, because we care about each student as a whole person. Each and every staff member at Prescott College supports a values-based education, *because your child matters*.

Prescott College offers students the opportunity to learn and grow within a safe and supportive Christian community, which encourages our students to develop lasting relationships with God. Every Thursday, students and teachers gather together as a family to worship God, listen to sermons or sermonettes and share or listen to inspirational testimonies in the chapel hall.

Our school chaplain, Pr. Jake Whittaker, serves Prescott College to encourage peaceful relationships in the school community. Pr. Jake has worked as a Youth Pastor and a teacher. He aspires to empower, equip and inspire the Prescott College community to better themselves and the world around them, and to understand the amazing transformation that a relationship with Jesus can bring.

In addition to providing pastoral support for all Prescott College students and families, Pr. Jake runs several extra-curricular programs and service programs, including an annual Storm Co. trip form a key part of Prescott's intentional approach to spiritual and personal development. Students are welcome to contact him regarding personal bible study and life group opportunities. Pr. Jake is available on campus every day, for spiritual nurture, prayer or pastoral support.

Student Counselling

Student counselling is available upon request, at no cost. Should your child require additional support, please contact any of these staff members to arrange student counselling:

Pr. Jake Whittaker: jwhittaker@prescottcollege.sa.edu.au

Dr John Lewis: jlewis@prescottcollege.sa.edu.au

Mrs Henrietta Van Rooyen: hvanrooyen@prescottcollege.sa.edu.au

Photographs

As a service to parents, school photos are taken each year. Parents will be advised of specific dates and prices via the College Newsletter, and the online Calendar. Photographs are taken of all students (unless otherwise requested), but parents are in no way obliged to buy these photographs.

SICKNESS / ACCIDENTS

On enrolment, parents need to complete a Medical Form. Emergency medication for asthma and allergies should be handed in to the front office. A formal medical plan needs to be completed by your child's doctor. All medication to be distributed at school must be in original packaging with the child's name being clearly visible for prescription medication.

Minor injuries and sickness are treated in the Sick bay. Students who are sick, or who have had an accident, should report immediately to their class teacher, Deputy Principal, or the Front office. As necessary, students will be given permission to go to Sick Bay or arrangements will be made for their parents to collect them. A medication and treatment record will be kept when necessary.



Students who are ill at the beginning of the day need to make arrangements to stay at home as the College can only provide urgent care. Students who use the Sick Bay will not be released for recess and lunch breaks so as to minimise health and safety risks.

Where a serious accident has occurred, students will be taken to a local surgery - Fitzroy Medical Clinic on Prospect Road - or to a hospital - Women's and Children's North Adelaide - and the parents will be notified as quickly as possible. All medical and ambulance costs are the responsibility of parents/carers. The staff member will stay with the child until parent or guardian arrives. An Incident Report will be completed by the staff member and given to the Principal, Mr Peter Charleson.

PERSONAL ITEMS POLICY

Personal Items

In order to avoid loss, or damage to personal items, students are discouraged from bringing any personal items, and items of value to school. A mobile phone may be carried for safe travel to and from school, but is brought to school at the student's own risk. Prescott College takes no responsibility for lost, damaged, stolen or confiscated personal items, including phones and/or smart devices.

Damage to College Property

If accidental damage to College property occurs when a student plays/works within the rules of the College, responsibility is accepted by the College for the cost of repairs. If a student damages property while behaving inappropriately, the family must accept responsibility and related expense for the damage.

Prohibited Items

Prohibited items are not permitted on College grounds or at College activities. These include:

- Obscene visual/audio material
- Drugs, cigarettes, alcohol
- Any flammable matter, lighters, matches, etc
- Firearms, knives, shanghais or any weapons
- Chewing gum
- Jewellery, obvious make-up and nail polish
- Water missiles or any other type of missile
- Liquid paper or other items that can be used for graffiti
- Laser pointers
- Pressurised deodorant sprays which can aggravate nasal sensitivity and asthma, etc.
- Roller Blades/Skates and Skateboards/Scooters

These items are not permitted to be brought on to the College grounds at any time.

The College reserves the right to confiscate items that are used inappropriately or banned items that are brought onto College grounds. Such items could include, but are not limited to: jewellery, mobile phones, MP3 devices, laptops/tablets, aerosol cans, liquid paper, laser pointers, skateboards, scooters, etc. Items will be held for up to an 8-week period, except for mobile phones which will be held for up to two weeks.

UNIFORM REQUIREMENTS

Uniform Policy

Rationale

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of



equality, health and safety, and expense are also factors that contribute to the establishment of the Prescott College Dress Code.

Aims

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of Prescott College in the community.

Implementation: General

- The Prescott College Dress uniform must be worn correctly when travelling to and from the College, at the College and at College functions and excursions.
- The exception is Tuesdays, when students are to wear their PE uniform.
- Students may not combine dress and PE uniforms.
- SUMMER AND WINTER UNIFORM:
 - Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn.
 - The Summer uniform is worn in terms 1 and 4, the winter uniform is worn in Terms 2 and 3.
 - During Summer Terms, (Term 1 and Term 4), School Hats are to be worn as outlined in our Hat Policy below.
- HAT POLICY:
 - The college uniform hat, which can only be purchased from the Uniform shop, must be worn for all outdoor activities. All hats must be clearly and permanently named.
 - Hats are compulsory in Terms 1 and 4 at recess and lunchtime no matter whether under cover or not, and recommended in Terms 2 and 3.
 - Hats are compulsory all year for sport and PE activities. If a headscarf is worn for religious reasons the hat policy still applies.
 - Hats are not to be worn while attending Assembly, chapel or regular classes, except PE.
 - Students must write their names on the inside of their hats. No other writing or drawing is to appear on a hat.
- COLLEGE BLAZERS:
 - Wearing the College blazer is compulsory when travelling to and from the College, on Thursday in Chapel and whenever in public (except when PE / Sport uniform is worn).
 - The blazer should always be the outer layer of clothing.
 - School jumpers can be worn underneath the blazer for added warmth.
- UNIFORM SPECIFIC STANDARDS
 - Uniforms must be clean, neat, well fitted and in good condition.
 - Underclothing must not be visible.
 - Shirts are to be tucked in unless participating in a sporting activity.
 - Skirts must be no shorter than the knee.
 - Students are not permitted to write on uniforms or get their uniform wet in water fights.
- PE UNIFORM
 - PE/sports uniform is required for all PE classes and sport activities.
 - At the completion of a PE lesson all students must change back into their Dress uniform.
 - Students are also to wear their PE uniform to school every Tuesday, and can travel to and from home in their PE uniform on this day ONLY.



- Only regulation PE/sport uniform items of clothing are allowed to be worn on Sports Carnival Days. These dates will be in the College Calendar, and reminders will appear in the Newsletter as well.
- **SWIM WEAR**
 - The principle of modesty needs to be carefully noted. girls must wear a rashi and board shorts over a two-piece swimsuit or bikini. A rashi is an optional extra over a one-piece swimsuit. Boys must ensure their boxer shorts/underwear does not show above their board shorts. No t-shirts are to be worn wet in or out of the pool at any time.
- **PROTECTIVE CLOTHING**
 - Protective clothing is required in Art, Design & Technology (including ear plugs and safety glasses) and Food and Hospitality classes.
- **SHOES**
 - Formal round fronted School shoes must be worn. They must comply with the following standards:
 - A minimum of 3 pairs of eyelets
 - Black laces (no velcro)
 - Plain uppers
 - Closed toe and heel
 - Capable of being polished
 - No oiled or nappa finish, no suede, no contrast stitching or logos
 - Soles maximum 2 cm depth.
 - No brogues, boots, sneakers or skate shoes. No brand name stitching or logos of any kind.
- **HAIR STYLES**
 - General Comments
 - Hair is to be neat, clean and tidy. Hair colour is to be of a shade or tint that is similar to the student's natural colour.
 - Highlighting, tints, dyes, etc may only be used if they complement and blend well with the student's natural hair colour.
 - Make-up, hair colouring or styling that produces an artificial appearance or draws attention to the individual is not allowed.
 - If there is any doubt, consult the college Administration before you have your hair coloured or styled.
 - Students who are deemed to have an unacceptable hairstyle will be required to have their hairstyle altered to comply within a timeframe determined by the College Administration.
 - Male-Specific Hair Style Information
 - Hair needs to be well groomed, worn off the bottom of the collar and no shorter than a number 2.
 - Severe undercuts and razor cuts not permitted.
 - Hair should not fall across the eyes at any time. long hair is to be fully tied back and up at all times.
 - Facial hair is not permitted unless in exception circumstances as determined by the College.
 - Extreme or fad hairstyles are not permitted.
 - Hair that is longer than the bottom of the collar must be tied up.
 - Female-Specific Hair Style Information
 - Collar length or longer hair must be kept tied back. Hair accessories must be kept to a minimum and should be white, royal blue, or black.



- Headscarves are only to be worn for religious reasons in a royal blue or white colour.
 - Hair should not fall across the eyes at any time. Fringes should not cover eyes, long strands of hair at side of face are not permitted.
 - Extreme or fad hairstyles are not permitted.
- JEWELLERY
 - Jewellery, including bracelets, chains, earrings and rings, are not part of college uniform and should not be worn by either girls or boys.
 - Any body piercing must be done during school holidays to enable healing to take place and the jewellery is to be removed or hidden from view before school recommences.
 - Unhealed body piercing will not be accepted as an excuse to wear jewellery.
 - Jewellery will be confiscated and placed in a sealed envelope labelled with its release date. It will be held for eight weeks.
 - Visible tattoos or body piercing including tongue piercing, are not acceptable. Plastic keepers can be worn in the ear lobe in place of one set of earrings only.
 - No other plastic keepers can be used for other piercings.
 - If religious jewellery is worn written permission may be required.
- COSMETICS
 - Make-up - If worn, must be applied in such a way as to appear discrete and natural.
 - Nail Polish - only clear nail polish is acceptable.
- MUFTI / CASUAL CLOTHES DAYS
 - Clothing chosen for Mufti days while being casual, must also be neat, tidy and appropriate for a Christian college.
 - Skimpy clothing such as midriff tops, singlets, or excessively ripped clothes, which expose the body, are unacceptable.
 - Mufti does not negate College rules concerning jewellery, acceptable grooming (e.g. long hair to be tied up) and proper foot wear which needs to envelop and protect the feet.
 - Heeled shoes more than 2cm are not appropriate to be worn. Thongs or other open toed shoes of any kind cannot be worn at any time.
 - As a general guideline, choose clothes so that they cover your body to at least the same extent as your summer uniform.
 - If you have sport or Pe on a mufti day, then you will need to wear suitable clothing for sporting activities or bring along your sport uniform to change into.
- YEAR 12 LEAVERS JUMPERS
 - Students in Year 12 have the opportunity to purchase a Year 12 Jumper.
 - This can be worn at any time when PE / sport uniform is worn, as well as on the Year 12 trip.
 - It cannot be worn with the college Dress uniform at any time, including to and from school.
- INCORRECT UNIFORM
 - If a student is unable to wear correct uniform, a note of explanation must be given, and clearly signed by the parent/guardian. The note should clearly state which item of uniform is unavailable and when the student will be in correct uniform again.
 - Jeans are not allowed to be worn in place of the college uniform.



- Students out of uniform must report to the Front Office before school to obtain a uniform pass. Uniform passes must be worn so that they can be easily viewed by a teacher.
- Students are only allowed 3 uniform exemption passes per term (with or without notes). When a student reaches 3 passes parents will be notified. When a student reaches 4 passes parents will be notified and that may result in an after-school detention.
- Every effort should be made to ensure that uniform items are available to be worn. If students must come out of uniform, only the item that is not available should be substituted. Non-uniform items should be as close to the original as possible, being neat, modest and not drawing attention to the wearer.
- Any time a student is at the college and not in class (such as exam time), they are expected to wear full College Dress uniform. Failure to do so may require them to return home.

School Uniform Shop

All Prescott College uniforms can be purchased from the Uniform Shop, located in the Prospect International seventh-day Adventist church premises, Ballville Street, Prospect, adjoining the Prescott college property.

The Uniform shop is open on Wednesdays during term time from 12:30pm to 4:00pm. students may only make purchases during lunch or after school. At the beginning of the year and change of season there will be an additional uniform shop opening hours. These will be advertised via the college Newsletter.

Price Lists can be downloaded from the College Website at: <https://prescottcollege.com.au/school-services/uniform-shop/>

Uniform Shop Manager: Mrs. Jennifer White
Email: jwhite@prescottcollege.sa.edu.au
Phone: +61460 791 150 (during shop times only)

Second-hand Uniforms

Prescott College operates a "Buy Back" scheme for good quality second hand uniforms, and second hand uniforms are available from the Uniform Shop.

Second hand uniforms may be bought and sold through the Uniform Shop. If you wish to sell garments, please place them in clear plastic bags, with your name and the price you wish to sell the item for. The school will keep 20% of the selling price to help cover the cost of operating the School Uniform Shop. Arrangements can also be made to supply uniforms to families experiencing economic hardship through this avenue and so any donations of clothing are gratefully received.

Lost Uniform Items

All care will be taken to collect student clothing left on the premises, but no responsibility can be taken for lost items. You may assist by ensuring all clothing is clearly labelled. Please check the condition of labels regularly as they tend to rub or wear off. Please use full names rather than initials, coloured threads and various other indistinguishable naming methods.

All items (uniform, stationery, calculators, bags, etc.) should be named so they can be returned or disputes settled. Lost items are to be handed to the librarian. Unclaimed property will be disposed of at the discretion of the College at the end of each term. Students are encouraged to check the lost property area in the library before school, recess, lunch or after school.



ACADEMIC INFORMATION

Curriculum

A wide variety of subjects are taught including:

- Religion (Senior and Junior Religion Studies, Worships, Pastoral Care)
- Language (Spelling, Writing, Reading, Junior and Senior English, Senior Research Project, English as an Additional Language/Dialect (EALD), English Literary Studies, Essential English)
- Mathematics (General Mathematics, Junior and Senior Mathematics, Mathematical Methods, Specialist Mathematics)
- Social Sciences (Geography, History, Service Learning, Business and Enterprise)
- Sciences (Physics, Chemistry, Biology, Psychology, Junior Science classes)
- The Arts (Music, Drama, Visual Art)
- Design & Technology (WoodTech, and Engineering)
- Food Technology (Food & Hospitality, D&T Food and Textiles)
- Digital Technology (IT), Information Processing and Publishing (IPP), Personal Learning Plan (PLP)
- Physical Education (Health & PE classes, Outdoor Education, Vista Sports Competitions, Sports Carnivals)
- Languages other than English (French)

There are additional subjects available online via Open Access Learning, such as Photography, Legal Studies, Accounting, and Studies of Society. For more information on these, please contact either of the following:

Mrs. Kaarin Mattner (Open Access Manager) **Email:** kaarin.mattner@prescottcollege.sa.edu.au

Dr. John Lewis (Deputy Principal) **Email:** jlewis@prescottcollege.sa.edu.au

Or visit the College website at: <https://prescottcollege.com.au/learning/> to view the curriculum and individual subjects in more detail.

Assessment and Reporting

Student assessment is on a continuous basis taking into account such components as class work, checklists, assignments, class tests, participation and attitude.

Written Reports

Written reports are issued each year in July and December. Grades awarded are accompanied by specific and general comments by the class teacher.

Interviews

At Prescott College, we aim to encourage close co-operation and understanding between the home and the school. Parent Teacher Evenings are held 3 times a year, and provide an opportunity for teachers and parents to discuss student's interim reports and academic progress.

Parents will be notified of specific Parent Teacher Evening dates and times via the College Newsletter, as well as the Online School Calendar.



While these evenings are not compulsory, it would be valuable for parents to take the time to attend some of the interviews. The school reserves the right to request an interview if a teacher feels that important information regarding a child's progress needs to be shared.

Norm-Referenced Testing

Norm - Referenced Tests (OARS & PAT Tests) are administered each year to evaluate children's level of performance, relative to other students of the same age.

Homework

The main purpose of homework is to consolidate learning. Homework is regularly assigned by each subject teacher, and timely completion is expected of all students.

As a guide to the amount of homework to be done by students, the following list provides a recommended minimum time (based on 5 nights per week). If set homework is not provided for any one night, students should take the opportunity to use this time for reading, revision and study.

Year 7: 1hr per night

Year 8: 1hr per night

Year 9: 1hr per night

Year 10: 1.5hrs per night

Year 11: 2hrs per night

Year 12: 3hrs per night

Textbooks and Stationery

At Prescott College, students purchase their textbooks and resell them as they wish. Textbook details for all subjects are outlined in the booklist of each Year level.

For a few subjects, textbooks are purchased by the school and hired out. The hire fee is included in the school fees, and is applied to the fee account in which the subject occurs. Textbooks are hired from the school and students need to pay a replacement fee if their book is not returned at the end of the year.

Prescott college has book list details on the Sustainable School Shop website. You can begin buying and selling second-hand books by registering on their website.

Languages Other than English

Children study French from Year 7 to Year 9. A student may be excluded from French as part of their negotiated curriculum if they are a student who has a specific learning disability and require a modified program.

Library

The Library Resource Centre is an integral part of the teaching and learning program of the School. Its purpose is to enhance teaching and student learning by providing opportunities for students to develop information-accessing skills and to use these skills competently and confidently to gain knowledge.

The Library is open for all students during recess and lunchtime, and after school by special arrangement.

The College provides an A3 coloured printer for student use in the library. Students will be given credit towards use of this printer every year. Additional credit may be purchased if required.

Special / Adaptive Services

Diverse Learning

A Diverse Learning program is offered to meet the requirements of students with Special Needs. This includes catering for students with Specific Learning Difficulties, English as a Second Language and the Gifted and Talented.



Through the Library, Prescott College also provides Diverse Learning to students who have been identified with a need for additional support, or extension in their studies. Diverse Learning Officers meet regularly with the students, and assist with literacy, numeracy, assignments, and classwork as needed. Parents will be informed if their child requires learning support, and additional information will be provided prior to commencement.

Students with Specific Learning Difficulties are also integrated within the regular class, being given activities at their own level of attainment.

Enrichment

Gifted and Talented students are accelerated in their own areas of strength, being placed at the appropriate level of ability in all subject areas. Children are encouraged to be self-disciplined and opportunity is provided for them to work independently and take responsibility for personal achievement. Acceleration of subjects is permitted following consultation with parents, staff and other relevant professional personnel.

Counselling

A service is provided to students within the school to receive support if they are experiencing emotional issues. Student counselling is available upon request, at no cost. Should your child require additional support, please contact any of these staff members to arrange student counselling:

Pr. Jake Whittaker: jwhittaker@prescottcollege.sa.edu.au

Dr John Lewis: jlewis@prescottcollege.sa.edu.au

Mrs Henrietta Van Rooyen: hvanrooyen@prescottcollege.sa.edu.au

Music

Individual Music Tuition

Various tuition is available at the school during school hours. Tuition fees are to be paid by the parents direct to the teacher. Arrangements for lessons are to be made through the Front Office, via communication with the Music Teacher – Miss Chloe Richardson.

Individual and group (2 – 4 students) lessons are available for the piano/keyboard, guitar, and violin depending on the skill levels of students.

Secondary Choirs

All children have the opportunity to join the choirs for the various events on the school calendar. All children who enjoy performance are encouraged to be part of these groups. The groups meet weekly.

Musical Groups include:

College Choir

Boys Choir

Chapel Band

College Showcase

School Camps and Excursions

Excursions are an important part of the learning experience in a variety of subjects. When planning an excursion, the teacher will send a letter to the parents/guardians, giving details of the excursion and requesting for permission for the student to attend. Information on any costs associated with the activity will also be included. Excursion costs are not added to the Fee Account, but are collected by the teacher of the Prescott College Administration Office.



Specific Excursions

OUTDOOR EDUCATION PROGRAM

This is an integral part of the school curriculum. Towards the start of each year, students are given the opportunity to learn practical and cooperative skills in a variety of outdoor environments. Detailed information for each camp is provided via a letter of permission closer to the time of the trip. The charge for this activity is applied to the term account in which the event runs.

YEAR 12 TRIP

The Year 12 Trip is considered by many current and former students to be a highlight of their College experience. Students visit Avondale College, gain insights about a host of post school study options, visit an east coast beach, enjoy bush walks, shop, visit the sites on Sydney Harbour, stroll around Darling Harbour, spend time at Manly beach, visit Taronga Park Zoo, and stay in Youth Hostel carriages right in the heart of Central Station. Detailed information is provided closer to the time of the trip. The charge for this activity is applied to the term account in which the event runs.

STORMCO TRIP (OPTIONAL)

The annual Stormco Trip is voluntary and offered as part of Prescott College's service-learning program. Students visit the community of Port Augusta for a week to assist the community in a wide variety of service activities. The Stormco mission is to send teams of trained young people to work for, learn from, and encourage individual communities, in order to share God's love. The cost to participate in 2020- is estimated at \$125.

School Chaplain

Our school chaplain, Pr. Jake Whittaker, serves Prescott College to encourage peaceful relationships in the school community. Pr. Jake has worked as a Youth Pastor and a teacher. He aspires to empower, equip and inspire the Prescott College community to better themselves and the world around them, and to understand the amazing transformation that a relationship with Jesus can bring.

In addition to providing pastoral support for all Prescott College students and families, Pr. Jake runs several extra-curricular programs and service programs, including weekly Chapels, an annual Storm Co. trip form a key part of Prescott's intentional approach to spiritual and personal development. Students are welcome to contact him regarding personal bible study and life group opportunities. Pr. Jake is available on campus every day, for spiritual nurture, prayer or pastoral support. He may be contacted by leaving a message at the front office.

Sports Program and Sports Day

Students in Years 7 to 11 have the opportunity to participate in a Vista sport program from Terms 2-4. Some of the team sports include Basketball, Dodgeball, European Handball, Volleyball, Badminton and Soccer. We encourage all students to be involved in a Vista sport. They will have the opportunity to be involved in Lighting Carnivals throughout the year.

Sports Day is held each year at the SA Athletics Stadium. All students are expected to attend the program and encouraged to participate in the day's events. Students may travel there by bus or with their families if preferred. Parents are welcome to attend and support their children. We appreciate the assistance of parents where able in the organisation of events.

Swimming Instructions – Junior Students

Year 7, 8, and 9 students participate in swimming lessons at the Adelaide Aquatic Centre. These will run during Semester 2. Dates and details will be provided. This is a great opportunity to grow your child's swimming skills, regardless of their current ability level. The charge for this activity is applied to the term account in which the event runs.



Swimming Carnival Secondary Students

Each year, students attend a Swimming Carnival that is held at Burnside. The children are encouraged to get involved in as many activities as possible to make the day a success. Students may travel there by bus or with their families if preferred. Parents are welcome to attend and support their children. We appreciate the assistance of parents where able in the organisation of events.

Chess

Chess is a great learning tool that enables children to develop the basic thinking skills that are used when playing chess; problem solving, forward planning, lateral, logical and sequential thinking as well as memory, visualisation and verbalisation. These cognitive skills are developed using chess as a medium.

Students are divided into groups and play at lunch times. There is no additional cost.

If your child is interested in joining the Chess Club, please contact the Chess Club Coordinator for further details:

Chess Club Coordinator: Miss Vivienne Bradtke

Email: VBradtke@prescottcollege.sa.edu.au

STUDENT WELFARE SERVICES

Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students require while in Australia and is mandatory for international student visa holders. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

How do I get OSHC?

You have been asked for an OSHC payment in the education offer package you received from the school. Prescott staff will lodge your OSHC form and payment at time of processing your enrolment to study in Australia. Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. Most Australian education institutions have a preferred OSHC provider. Prescott College recommends the use of Australian Health Management OSHC. You may choose to change your health fund at any time, but will need to abide by the conditions of change of the health fund provider you are leaving.

Child Protection Laws

All Teachers are required to undergo a Police Check to be registered as a Teacher. All non-Teaching staff and volunteers at Prescott College are required to undergo a screening process including a Police Check. All Staff at the College have been either Registered as a Teacher or have been screened for approval to work with children. Prescott College also has comprehensive *Policies and Procedures* which are implemented for the Protection of Children from harm. Staff receive updates on Child Protection Policies and Legislation on a regular basis and further information is provided in the policies in this handbook.

If a parent or student believes they have been subjected to unwanted attention by another student or adult / older person and the unwanted attention makes the parent/student uncomfortable or afraid for their well-being, it needs to be reported immediately to a trusted person within the school. This could include a staff member in administration or the school counsellor.

Internet Safety & Personal Security

Internet Access



Part of the Information Technology (IT) service at the School provided in the fee structure includes access to the Internet. On arrival at School arrangements will be made to issue to you access to a computer and to the School's internet and allocate an email address. Your School computer will be fully installed with anti-virus and security software and the internet service operates through a Fire wall. The following guidance is provided to assist you with on-line safety and security.

PRESCOTT COLLEGE RECOMMENDATIONS FOR SAFE INTERNET USE

1. **Anti-virus and other security software is installed** such as anti-spyware and anti-spam software. This software is updated regularly.
2. **Firewall** help prevent unauthorised access to, and communications from, your computer.
3. **Delete suspect emails immediately.** Don't open these emails.
4. **Don't click on links in suspect emails.** Visiting websites through clicking on links in suspect emails may result in malware (malicious software), such as a 'trojan', being downloaded to the computer. This is a commonly used and effective means of compromising your computer. **Only open an attachment to an email where the sender and the contents of the attachment are known to you.**
5. **Don't download files or applications from suspect websites.** The file or application could be malware. Sometimes the malware may even be falsely represented as e-security software designed to protect you.
6. **Use long and random passwords** for any application that provides access to your personal identity information, including logging onto your computer. Don't use dictionary words as a password. Ideally, the password should be eight or more characters in length. Change passwords regularly.
7. **Use a limited permission account for browsing the web, creating documents, reading email, and playing games.** If your operating system allows you to create a limited permission account, this can prevent malicious code from being installed onto your computer. A 'limited permission' account is an account that does not have 'Administrator' status.

(Source: Australian Communications and Media Authority)

PRESCOTT COLLEGE STUDENT EXPECTATIONS FOR SAFE INTERNET USE

The following rules apply to the use of Information Technology at Prescott College:

- The Information Technology resources provided at Prescott College are provided for authorised pursuits and students will agree to use it only for school-related learning (i.e. educational focus).
- Students will not look for, or use the computers or the internet for anything that is illegal, dangerous or offensive. If a student accidentally come across something that is illegal, dangerous or offensive, they will clear the screen immediately by using the leftwards arrow navigation key, and quietly inform the teacher.
- Students will accept that the use of the computers or internet connection while at the College is a privilege, not a right. Students are to understand that any laptop brought to school is to be used for school purposes while on the College property. Students will not use any laptop for games, music or sharing of unacceptable information. Students are to understand that inappropriate behaviour according to school standards will be subject to action by the College. This may include loss of access to the computers and the internet, including their own.
- Students will not use the computers or the internet to annoy or offend anyone.
- Students will agree not to access other email accounts while using the College computer, e.g. Hotmail and students will respect the email privacy of others.
- Students will agree not to register or enter their name on any site on the internet.
- Students will not reveal home addresses or phone numbers - theirs or anyone else's.
- Students will agree not to give their password to anyone else, either inside or outside the College.
- Students will not "hack" into folders, work or files belonging to any student, staff member or administrator, or attempt to bypass College security procedures.
- Students will care for and respect all furniture and equipment relating to computer use. They will also agree to follow all teacher instructions regarding the use and activities on the College's computers.



- All laptops that come to the College must be Insured privately.

PRESCOTT COLLEGE PARENT EXPECTATIONS FOR SAFE INTERNET USE

The following rules relate to the use of Information Technology at Prescott College:

- Parents are to understand that the College computers and the internet can provide students with valuable learning experiences.
- They will understand that the College uses filtering devices to control what is available, and while teachers will always exercise their duty of care, protection against harmful information will also depend upon responsible use by students.
- Parents are expected to have read and discussed the internet/computer information provided above with their child.
- Upon confirming that their child understands this responsibility, parents will thereby give permission for him/her to access the internet under the rules and expectations outlined above.
- Parents are to understand that students breaking these rules will be subject to disciplinary action, which may include loss of access to the internet and/or computers; suspension; being charged for the loss of information and damage to the system; or criminal charges.

International Student Visa Conditions - Academic Progress & Attendance

For a full list of **mandatory** and **discretionary** student visa conditions please visit:
www.immi.gov.au/students/index.htm

Academic Progress

- You must remain enrolled and make satisfactory progress in a registered course that Prescott College has registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- You must continue to satisfy the requirements for grant of your Student Visa. This means, for example, that your main course of study must continue to be a course in the education sector that matches your Student Visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia. <https://www.immi.gov.au/students/visa-conditions-students.htm>

Attendance

- You must maintain satisfactory attendance in your course and course progress for each study period as required by Prescott College, otherwise your Visa may be in danger of being cancelled.

If you are struggling to meet course requirements in regards to Attendance or Academic Progress, please contact one of the persons as outlined below:

Key Personnel:

International Student Coordinator

Deputy Principal – Mrs. Julie Imbrogno

Homestay Coordinator

Mrs. Julie Imbrogno

Academic Advice - Secondary Students

Deputy Principal – Dr John Lewis

Prescott College 7-12

School Chaplain

Pr. Jake Whittaker

School Counselling

School Counsellor – Natalie Allen

COMPUTERS

If you are considering bringing a mobile phone, Notebook, or any communication devices we suggest that you visit the Australian Communications and Media Authority www.acma.gov.au before making any purchases. Some students have brought in their own Notebooks with internal modems only to discover that they were unable to use their modem in Australia. Any external or built-in modems must be Austel Approved in order to function in Australia.

POWER

The standard voltage for electrical items in Australia is 240V. Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs on your appliances changed when you arrive. Note: In the picture below, the red dot indicates that the switch is on and power is flowing through that socket.



TELEPHONES

Calling Emergency Services DIAL 000

- In Australia dial **000** from any phone for **fire, police or ambulance** services.
- Emergency Services operators answer this number quickly and to save time will say, "Police, Fire, or Ambulance".
- If you are unsure of what emergency service you need, tell the operator what the emergency is. You will then be connected to the appropriate service to assist.
- It is wise to think ahead with the most important information which will help them to respond. Where you are; (note street names and the closest intersection), what has happened and to whom; what their condition is.
- The operator may then ask you to stay on the phone until the emergency services arrive.
- In life-threatening situations, the operator may also give you some instructions to assist until the emergency unit arrives.
- If you are concerned about your English, remain calm and work with the operators who are very experienced with all cultures.

Making Phone Calls within Australia

To make international phone calls:



Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialed)

Calling Australia from Overseas

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (61) followed by the area code without the first zero (for instance Sydney would be 2 instead of 02), and then dial the required number.

Example: International access number +61 2 XXXX XXXX

Mobile/Cell Phones

- Before bringing your mobile phone to Australia, check with the Australian Communications and Media Authority www.acma.gov.au to make sure it can operate here.
- Some countries, such as Japan and the USA, use mobile phone networks that are not available in Australia. If not, you can buy your mobile phone in Australia.
- Australian telecommunications providers offer a wide range of services which provide a mobile phone within the cost of using that service.
- There are many differences to the services provided. You should understand what deal you are accepting before signing a contract with a provider. For a comparison of mobile phone plans in Australia see: <http://www.mobiles.com.au/mobile-phone-plans/>

A U S T R A L I A P O S T

Australia Post is one of our Nation's largest communications, logistics and distribution businesses; and is committed to providing high quality mail and parcel services to all people within Australia.

Small Letters

The cost of posting a small letter for distribution in Australia is an AU\$1.10 postage stamp, which you affix to the envelope. A small letter has the following characteristics:

- No larger than 130mm x 240mm
- No thicker than 5mm
- Maximum weight 250g.

Envelope Layout

Australia Post uses advanced letter sorting technology to read the address on each envelope electronically. These machines work best when address formats are structured in a consistent manner. That is why it is necessary to address your mail clearly and correctly. The information in the links below demonstrate how:

<https://auspost.com.au/sending/check-sending-guidelines/addressing-guidelines>

https://auspost.com.au/content/dam/auspost_corp/media/documents/addressing-an-envelope.pdf

H E A L T H & M E D I C A L S E R V I C E S I N A U S T R A L I A

What do I do if I'm sick?

- Prescott College maintains a First Aid Centre (Sick Bay), which will be the first response to your health needs whilst you are attending school.
- Your homestay parents will arrange an appointment with a local doctor if a you require the services of a medical physician.

Prescription Medication



- Medication prescribed by your doctor is not free. You must pay the pharmacy.
- If the cost is more than the applicable limit (determined through your OSHC Provider), you can claim the difference back from your OSHC provider.
- Many pharmacists will offer you the option of having a “generic” brand of medicine. If the prescription medicine the Doctor has prescribed is also made available by a company which produces generic brands at cheaper prices, this option will be offered to you.
- This is only offered if the content of the medicine is exactly the same as that prescribed by your Doctor. It will, however, assist you to pay less for your medicine.

Over-the-Counter Medication

- Pharmacies/Chemists also provide a variety of ‘over-the-counter’ medications useful for treating colds, headaches, allergies and the like which do not require a prescription.
- Ask the pharmacist on duty for advice regarding the best medication for your symptoms.
- Ensure that you advise the pharmacist of any other medications you may be taking.

Dental and Optical

- Dental and optical health services are not covered by your OSHC unless you take out extra cover.
- If you need to see a dentist or optometrist, you will need to make an appointment and pay the full fee of this service.
- The School’s reception staff may be able to assist you with these. (Also see the Yellow Pages)

Interpreter Services

We are lucky in Australia to have a variety of healthcare professionals from many different cultural backgrounds, so you may be able to see a doctor who speaks your first language. However, if you are having difficulties communicating with your doctor, the Translation and Interpreter Service (TIS) can be used.

For more information:

Visit: www.immi.gov.au

Phone: 131 450



SCHOOL POLICIES

FFPOS Entry Requirements Policy

1. Prescott College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of South Australia and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English, to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on the Prescott College Overseas Application Form. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous year of study, including a copy of the latest Student Report;
 - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c) Appropriate proof of identity and age;
 - d) Written evidence of proficiency in English as a second language
 - e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - f) Enrolment Application Fee
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An application for enrolment can only be processed when all of the above are in the hands of the Admissions Officer.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

Minimum Academic and English Language Requirements Are as Follows:

Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year Level requested on the Application for Enrolment or offered as an alternative point of entry by Prescott College in a Letter of Offer.
2.
 - a) For Years 7 – 12 students, academic requirements are:
 - i) A pass level or "C" grade or better for the majority of core subjects
 - ii) Students should note that if their English language proficiency is limited, they may be required to undertake an intensive English language course before beginning mainstream studies.

English Competency Requirements

Evidence of competency in English is required if English is not the applicant's first language.

Prescott College accepts results from one of the following tests:

	AEAS	IELTS	TOEFL
YEAR 7	46 or above	Band 5 or above	40 or above
YEAR 8	48 or above	Band 5 or above	40 or above
YEAR 9	50 or above	Band 5 or above	40 or above
YEAR 10	53 or above	Band 5.5 or above	46 or above
YEARS 11-12	57 or above	Band 5.5 or above	46 or above



Assessment and Reporting Policy

Rationale

Accurate and comprehensive reporting of school and student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

Aims

- To report school and student performance accurately and comprehensively.
- To improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance.

Implementation

- Schools are responsible for reporting on student achievement to the students, to parents, other teachers and schools and to the school community.
- All students will receive two formal and two interim reports during the year. One formal report will be issued after the end of Semester One and the other after the end of Semester Two. An interim report will be issued mid-Semester One and Two.
- Whilst parents are encouraged to discuss their student's progress with teachers at any time during the school year, specific times have been allocated for this to happen and Parent/teacher interviews are held when both Interim and Semester Reports are released (except at the end of the academic year). Parents/guardians are encouraged to attend.
- All reports, when published, can be downloaded from the SEQTA engage portal. Where necessary, translations into other languages will be provided.
- Levels of Achievement will be rated according to the following criteria:
 - A - Excellent achievement of what is expected at this level
 - B - Accomplished achievement of what is expected at this level
 - C - Competent achievement of what is expected at this level
 - D - Developing achievement of what is expected at this level
 - E - Beginning achievement of what is expected at this level
- Written reports will include a summary of the curriculum and assessment program for the student's class, achievement in relation to the curriculum outcomes in all key learning areas, an indication of progress and achievement since the last report, strengths and areas requiring additional assistance, suggestions for support and extension strategies and other areas including attitude, participation, extra-curricular activities and social skills.
- Teachers are to conduct regular and effective evaluation sessions of the work they teach. This is usually by way of observations, checklists, unit tests, assessment of assignments and practical activities. The outcomes stated in the teachers' programs of work are expected to be the basis of this evaluation.
- Every effort should be made to mark and hand completed work back to students with useful comments as soon as possible as it serves to reinforce work learned and concepts covered.
- We will provide three formal parent/teacher evenings per year. Where necessary, interpreters will be provided.
- Our school will progressively develop learning improvement plans for individual students in consultation with parents and, where appropriate, with others with specific expertise.
- Standardised Testing takes place toward the end of each year. This provides us with a comparison of results against norm-referenced tests. New students to the school will be tested within the first few days of being at the school. The Special Needs Teacher is responsible for the entering of standardised test results into SEQTA to ensure accurate results are on file.
- Children in Grade 7 will participate in the Benchmarking tests.
- The school will provide all required performance data to the School Council and the community as required.
- Records of all tests and other assignments are to be kept by all class teachers in a format best used by



the individual teacher. Entering the data on SEQTA is acceptable.

- At the beginning of each year, the staff will discuss the levels of their students with previous teachers to assist the teachers in ensuring time is not wasted in determining class groupings.
- Each student has a personal file, which is designed to provide background information, attendance records, standardized test results and academic results. These files are kept in the front office. When transferring to another school, student files are to be forwarded to that school.

Behaviour Learning Policy

The aims of the Prescott College Behaviour management Policy are to:

- Provide a conducive learning environment for all students which is appealing, happy, clean and safe
- Encourage mutual respect between staff and students
- Increase student involvement in the College and the wider community
- Fairly, consistently and appropriately implement College regulations
- Nurture the development of young men and women
- Encourage a sense of pride in themselves and the College
- Promote self-discipline in its approach and application.

Principles

There are six key principles that are the foundations of the approach that is used at Prescott College.

1. Mutual respect
2. Fairness and consistency
3. Appropriateness
4. Emotional control
5. Openness and honesty
6. Care for the individual

Implementation

All students of Prescott college are expected to uphold high standards of behaviour. Underlying all school rules is the aim of developing within the individual a sense of responsibility to self, community, church and God. The stated purpose of behaviour management is to aid the student in growth towards mature adulthood.

As a consequence, Prescott College will assist students in making choices about appropriate patterns of behaviour and accepting responsibility for these decisions. Behaviour management can then be considered to be any action taken by the College to assist the student in the development of positive behaviour and self-management.

Core Behaviours

There are a core set of behaviours that are promoted throughout the school. These are presented as RIGHTS and RESPONSIBILITIES below:

- All members of the College community have the RIGHT to be treated with courtesy and respect and therefore the RESPONSIBILITY to show respect and courtesy to others. Students are encouraged to develop respect for themselves as persons and as members of the College community. Students do not have the right to conduct themselves in a manner that is likely to offend others.
- All members of the College community have the RIGHT to work in and enjoy a safe, secure and clean environment and therefore the RESPONSIBILITY to keep our environment safe, secure and clean. Students are required to report any unsafe environments or behaviour to the class or duty teacher.



- All members of the College community have the RIGHT to teach and learn without being disrupted and therefore the RESPONSIBILITY to ensure there is no disruption to another person's teaching or learning. The College aims to create and maintain an atmosphere of learning and development – socially, academically, mentally and spiritually.
- All members of the College community have the RIGHT to have their property respected and therefore the RESPONSIBILITY to respect student, staff and College property. Mistreatment of your own and others' property reveals a lack of concern for the owners of that property – whoever it belongs to, including yourself. All items of personal property should be labelled to allow the return of lost property.
- All members of the College community have the RIGHT to feel the satisfaction of a task well done and achieve their educational potential and therefore have the RESPONSIBILITY to do their best in class and to complete assigned tasks so as to develop with potential and to assist others in doing the same. Students are expected to take responsibility for their own academic progress by diligent and careful preparation for and participation in all the classes of which they are a member. No student, either through neglect or lack of concern is to interfere with the responsibility of others to pursue their work. Irresponsible behaviour in College or class, or the defiance of the authority of a teacher will not be tolerated.
- All members of the College community have the RIGHT to present themselves appropriately and therefore the RESPONSIBILITY to ensure that they are well groomed. A student's appearance indicates how they feel about themselves. Cleanliness and tidiness are encouraged. All items of uniform are to be clean and kept in good repair. Hairstyles and make-up should be conservative and in good taste at all times.
- All members of the College community have the RIGHT to be proud of the College and therefore the RESPONSIBILITY to ensure that their actions do not discredit the College. Students must conduct themselves at all times in a manner which will not detract from their reputation or reduce that of other members from the College. Offensive behaviour will not be tolerated. This includes the use of offensive language, smoking, drinking of alcoholic liquor, taking or possessing of illegal drugs, gambling, stealing or injury of another. Some of these offences are against the law and offenders may be asked to leave the College.
- All members of the College community have the RIGHT to be a member of a College team or group and therefore the RESPONSIBILITY to accept the regulations of that team. When a student accepts membership of a College team or group, they are to accept all of the commitments that go along with that membership. Not to do so is a mark of disrespect to the other members of that team or group.
- All members of the College community have the RIGHT to be healthy and safe and therefore the RESPONSIBILITY to practise habits and follow WHS standards to that end. Such habits would include eating, drinking, exercising and sleeping that are conducive to good health, while WHS standards would include wearing appropriate clothing and safety equipment when working in potentially dangerous areas or while playing in the sun.

Levels of Discipline

The Prescott College discipline system operates at three levels. In the course of normal tuition, a teacher has the authority to require a student to report at recess or at lunchtime, if their behaviour or performance so requires. An outline of the discipline component of the College's Behaviour Management Plan is shown below.

Level One

This includes offences that can be dealt with by a consequence chosen by the teacher or a detention to deter students from similar behaviour such as:

- Incorrect or untidy uniform
- No PE or Sport uniform
- Wearing of jewellery
- Swearing
- Littering



- Chewing gum at any time
- Running in the halls
- Unacceptable language
- Repeated lack of class equipment
- Eating in carpeted areas
- Failure to report to a teacher when requested
- Lateness to class
- Late to the College without excuse four times

It is every student's responsibility to check their emails to determine whether they have received detention or a yard duty.

The detention count reverts to zero at the beginning of each semester. Three detentions are followed by a fourth which is served after school on Tuesday from 3:40 pm until 4:40 pm. Any student who fails to report will spend the following day in isolation. This cycle will be repeated with parents/guardians being notified of the afternoon detentions.

After accumulating eight detentions, the student's name is transferred to Administration or the Discipline Committee for consideration. This may entail a movement to level two or further level one corrective practices such as a card system that will identify and monitor the problem.

At the accumulation of 12 detentions, parents will need to meet with the Administration, and a student may be suspended for up to three days depending on the nature of the offences. Any detentions following a suspension will automatically become an afternoon detention.

Each semester, students start afresh with the detention count. However, those students who have accumulated a large number of detentions in semester one and seem to be quickly falling into the same poor routine, will find that their fifth and following detentions will be afternoon detentions.

Level Two

This includes behaviour of a more serious nature that will likely result in time in Isolation, suspension, or a referral to Administration or the Discipline Committee for possible further action. Level two infringements include:

- Persistent misbehaviour
- Deliberate defiance of a staff member
- Undermining the religious ideals and standards of the SDA church
- Repeated disruptive classroom behaviour
- Tampering with school fire equipment, alarms or PA
- Possession or inappropriate use of matches, lighters, etc;
- Minor vandalism of school property
- Petty theft
- Bullying including cyber-bullying
- Physical attack
- Cheating

Level Three

This includes behaviour that will likely result in a suspension from College with a recommendation by the College Discipline Committee to the College Council for expulsion. Level three infringements include:

- Using, possessing or distributing, alcohol, narcotics or drugs
- Major theft
- Improper sexual conduct
- Assault
- Possession or inappropriate use of any weapon or substance (e.g. firearms, knives)



- Harassment either using or not using cyber or electronic technology of any kind i.e. sexual, physical, verbal or racial abuse
- Major vandalism/graffiti
- Using profane or indecent language, possessing or displaying obscene or pornographic literature, images or articles
- Willful damage of school property
- Tampering with school fire equipment or alarm system
- Undermining the school's religious ideals and standards
- Any risk behaviour, including conspiracy to perform or participate in initiations or any other act that may injure, degrade or disgrace a fellow student, or reflect poorly on the reputation of the school.
- Refusing to abide by the Code of Conduct

Suspension and Expulsion

Students who do not respond to the levels of discipline provided above, can be suspended whilst a plan is being developed. Expulsion can occur when behaviours are exhibited that are extreme or cannot be managed at the school.

A College Discipline Committee exists to deal with major breaches of discipline. In the event that this committee considers expulsion is necessary, it will ask the College Council to endorse this decision.

Child Protection Policy

Summary Statement

This policy describes the commitment of Prescott College to the safety and wellbeing of all children and young people in our school. It outlines the policies, procedures and responsibilities that are enacted in our school to establish and build an environment which is childsafe and child-friendly; where children are respected, valued and encouraged to reach their full potential.

Prescott College will seek to ensure that everyone to whom this policy applies is aware of, has had the opportunity to read and understand the policy, and obtain further clarification on the policy and related documents.

Statement of Intent

Prescott College acknowledges that being safe and supported at school is essential for student wellbeing, development and effective learning. The safety and wellbeing of our children is a paramount consideration in all that we do.

Prescott College acknowledges the vulnerability of children and young people in our care and we take a proactive, preventative, and participatory approach to protecting them through:

- The on-going development of a positive, child safe culture;
- The development, implementation and monitoring of rigorous policies and procedures;
- Seeking to ensure that everyone is aware of their responsibilities, vigilant and, if required, prepared to respond in an appropriate and timely manner.

At Prescott College, we are committed to:



- Supporting the rights of the child as set out in the UN Conventions of the Rights of the Child
- Acting without hesitation to seek to ensure a child-safe and child-focused environment is maintained at all times,
- Valuing and embracing the opinions and views of children
- Abiding by all legislative and regulatory obligations, and striving for our practices to be regarded as best practice and 'beyond compliance'
- Empowering children with the skills and knowledge to keep themselves and others safe
- Taking whatever necessary action is required to protect children from physical, sexual, emotional and psychological abuse and neglect.

FFPOS Refund Policy

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

1. This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school. e.g., in the case of course fees collected by IDP.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
 - a. Fees are payable according to the School's Fees Policy and attached Fees Invoice to Offer of Enrolment.
 - b. An itemised list of school fees is provided in the school's written agreement.
 - c. All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d. Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the School Principal.
6. Student default because of visa refusal
 - a. If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day.
 - b. If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
7. Student Default:



Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

a. Non-tuition fees:

Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

b. Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, 5% tuition fees will be retained from tuition fees received by the school.

c. Non-Commencement with notification of withdrawal:

- i. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) 4 or more weeks prior to commencement, the school will refund the amount of tuition fees received, less an administration fee of \$110.
- ii. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) less than 4 weeks prior to commencement of the course, the school will refund 98% of the tuition fee.

d. Refunds after commencement of a course:

- i. *If tuition fees for up to 1 study period have been received in advance:* Where the student (or parent(s)/legal guardian if the student is under 18) notifies the school in writing of withdrawal before completing the relevant study period, no tuition fees will be refunded.
- ii. *If tuition fees for more than 1 study period have been received in advance:* If fees for more than one study period have been received in advance, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of unused tuition fees less 5%, provided that at least 5 weeks written notice of withdrawal has been received.

NB: Where less than 5 weeks' notice of withdrawal is received, the school will refund the amount of unused tuition fees less 10%.

e. Refunds in the event of a provider initiated cancellation of enrolment:

No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- i. Failure to maintain satisfactory course progress (visa condition 8202).
- ii. Failure to maintain satisfactory attendance (visa condition 8202).
- iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- iv. Failure to pay course fees.
- v. Any behaviour identified as resulting in enrolment cancellation in Prescott College School Behaviour Policy/Code of Conduct.

8. Provider default

- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received



- by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.
 - c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>
**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
<http://www.comlaw.gov.au/Details/F2014L00907>
9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

FFPOS Student Transfer Policy

1. Overseas students are restricted from transferring from their principle course of study for a period of six months. This restriction also applies to any course(s) packaged with their principle course of study. Exceptions to this restriction are:
 - a) If the student's course or school becomes unregistered
 - b) The school has a government sanction imposed on its registration
 - c) A government sponsor (if applicable) considers a transfer to be in the student's best interests
 - d) If the student is granted a Letter of Release.
2. Students can apply to the Principal for a Letter of Release at no charge to enable them to transfer to another education provider. However, if a student has not completed the first six months of the principle course of study or is under 18 years of age, conditions apply.
3. Prescott College will only provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the College.
 - b) It has been agreed by the College the student would be better placed in a course that is not available at Prescott College.
 - c) Any other reason stated in the policies of Prescott College.
4. Students under 18 years of age MUST also have:
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer.
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent / legal guardian or a suitable nominated relative.
 - c) Evidence that the student is always in Department of Immigration approved welfare and accommodation arrangements.
 See also Transfer between registered providers Explanatory Guide for Standard 7
5. Prescott College will NOT provide a letter of release to students before completing the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged.
 - b) Prescott College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
 - c) The student has not had sufficient time to settle into a new environment in order to make an informed decision about transfer.



- d) The student has not accessed school support services which may assist with making adjustments to a new environment, including academic and personal counselling services.
- e) School fees have not been paid for the current study period.
- 6. In order to apply for a letter of release, all students must first have a letter of offer from the receiving provider.
- 7. Applications to transfer to another registered provider may have visa implications. The student is advised to contact the Department of Immigration Office as soon as possible to discuss any implications.

The physical address of the nearest Office is:

70 Franklin Street

Adelaide SA 5000

Opening Hours: 9 am to 4 pm, Monday to Friday

The postal address of the nearest Office is:

GPO Box 2399

Adelaide SA 5001

- 8. Other contact details for Department of Immigration are:
Tel: 131 881
Email: student.centre@immi.gov.au
- 9. If a letter of release is provided by Prescott College, it will give information about whether the student has demonstrated a commitment to studies during the course, had a good attendance record for the course, and paid all fees for the course.
- 10. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
- 11. Students whose request for transfer has been refused will be notified in writing of the reasons for refusal and may appeal the decision in accordance with Prescott College's complaints and appeals policy.

School Complaints and Appeals Policy

- 1. Purpose
 - a) The purpose of Prescott College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
 - b) The internal complaints and appeals processes are conciliatory and non-legal.
- 2. Complaints against other students
 - a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/Code of Conduct.
- 3. Informal Complaints Resolution
 - a) In the first instance, Prescott College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
 - b) Students should contact the [the student's teacher/Head of House/Head of School/other] in the first instance to attempt mediation/informal resolution of the complaint.
 - c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal/other and Prescott College's internal formal complaints and appeals handling



procedure will be followed. [Schools could specify here different people for different issues e.g. boarding issues to the Director of Boarding, academic issues to the Head of Department or all complaints at this point could be directed to a single person e.g. the Principal]

4. Formal Complaints Handling Procedure

- a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b) The student must notify the school in writing of the nature and details of the complaint or appeal.
- c) Written complaints or appeals are to be lodged with the Principal/other.
- d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- e) Complaints and appeals processes are available to students at no cost. [If there is a cost it must be minimal and should be detailed here].
- f) Each complainant has the opportunity to present his/her case to the Principal/other.
- g) Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.
- h) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal/other.
- i) Once the Principal/other has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- j) If the grievance procedure finds in favour of the student, Prescott College will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome.
- k) Prescott College undertakes to finalise all grievance procedures within 15 working days.
- l) For the duration of the appeals process, the student's enrolment and attendance must be maintained.

5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the complaints procedure, he/she may seek redress through an external body at minimal or no cost within 2 weeks.
- b) If the student wishes to complain or to lodge an external appeal about a decision made or action taken by Prescott College, he/she may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Please see: www.oso.gov.au or phone 1300 362 072 for more information.

6. Other legal redress

- a) Nothing in the School's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

7. Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time



- b) Student – a student enrolled at Prescott College Southern or the parent(s)/legal guardian of a student where that student is under 18 years of age
- c) Support person – for example, a friend/teacher/relative not involved in the grievance.

FFPOS School Progress and Attendance Policy

This policy is available to staff and to students.

1. Course Progress

- a. The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b. The course progress of all students will be assessed at the end of each study period (semester) of enrolment.
- c. Students who have begun part way through a semester will be assessed after one full study period.
- d. To demonstrate satisfactory course progress, students will need to complete all assessments as outlined in any study period
- e. If a student does not achieve a 50% achievement in all subject areas and is at risk of failing to demonstrate satisfactory course progress in a study period the Principal will formally contact the parent(s) to advise there will be a meeting with the student to develop an intervention strategy for academic improvement. This may include:
 - i. After hours tutorial support
 - ii. Subject tutorial support in class time
 - iii. Additional ESL support
 - iv. Change of subject selection, or reducing course load (without affecting course duration)
 - v. Counselling – time management
 - vi. Counselling -academic skills
 - vii. Counselling – personal
- f. A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g. The student's individual strategy for academic improvement will be monitored over the following study period by a supervising staff member and records of student response to the strategy will be kept.
- h. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, Prescott College will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process. Following the outcome of the internal process, if the student wishes to complain or lodge an external appeal about a decision made or action taken by Prescott College, he/she may contact the Overseas Student Ombudsman at no cost. This must be done within 10 days. Please see Prescott College's *Complaints and Appeals Policy* for further details.
- i. The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days, or
 - ii. withdraws from the complaints and appeals process, or
 - iii. the complaints and appeals process results in favour of the school

2. Completion within expected duration of study

- a. As noted in 1.a., the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.



- b. Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c. The school will only extend the duration of the student's study where it is clear the student will not be able to complete their course by the expected date because of:
 - i. compassionate or compelling circumstances (see Definitions below)
 - ii. student participation in an intervention strategy as outlined in 1.e.
 - iii. an approved deferment or suspension of study has been granted in accordance with Prescott College's Deferment, Suspension and Cancellation Policy.
- d. Where the school decides to extend the duration of the student's study, the school will report this change via PRISMS within 14 days and/or issue a new COE if required.

3. Monitoring Course attendance

- a. Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b. Student attendance is:
 - i. checked and recorded daily
 - ii. assessed regularly
 - iii. recorded and calculated over each study period.
- c. Late arrival at school will be recorded and will be included in attendance calculations.
- d. All absences from school will be included in absentee calculations and should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Deputy Principal.
- e. Any absences longer than 5 consecutive days without approval will be investigated.
- f. Student attendance will be monitored by Melitah Davis every 5 days/week over a study period to assess student attendance using the following method:
 - i. Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a study period e.g. number of study days x contact hours x 20%. [For example, a 20 week study period with 5 contact hours a day would equal 500 contact hours. 20% of this is 100 hours.]
 - ii. Any period of exclusion from class will not be included in student attendance calculations.
- g. Parents of students at risk of breaching Prescott College's attendance requirements will be contacted by email and students will be counselled and offered any necessary support when they have absences totalling 10 % of any study period.
- h. Once the calculation at 3.f. indicates that the student has passed the attendance threshold for the study period, Prescott College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.j.
- i. The school will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
 - i. the student does not access the complaints and appeals process within 20 days
 - ii. withdraws from the complaints and appeals process
 - iii. the complaints and appeals process results in a decision for the school.
- j. Students will not be reported for failing to meet the 80% attendance threshold for a study period where:
 - i. the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate or as per Definition, below , and
 - ii. the student's attendance has not fallen below 70% for the study period.
- k. The method for calculating 70% attendance is the same as that outlined in 3.f. with the following change; number of study days x contact hours x 30%.
- l. If a student is assessed as having nearly reached the threshold of 70% attendance for a study period, Dr. John Lewis will assess whether a suspension of studies is in the interests of



the student as per Prescott College's School's Deferment, Suspension and Cancellation Policy.

- m. If the student does not obtain a suspension of studies under the Prescott College Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance for the study period, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h – 3.i.

4. Definitions

- a. **Compassionate or compelling circumstances** – circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - i. serious illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (with evidence of death a certificate if possible)
 - iii. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. where the school was unable to offer a pre-requisite unit
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b. **Expected duration** – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c. **School day** – any day for which the school has scheduled course contact hours.
- d. **Study period** – a discrete period of study within a course which cannot exceed 24 weeks. Prescott College defines a "study period" for the purposes of monitoring course attendance and progress as a *semester*.

Bullying and Harassment Policy

Definitions

Bullying – A person is bullied when they are intentionally exposed regularly and over time to negative or harmful actions by one or more other people. Bullies are people who deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment.

Harassment – Harassment is when someone treats you in a way that makes you feel embarrassed, uncomfortable, afraid or upset, because of your gender, race, intellect or appearance. It will usually be repeated behaviour, but can also consist of a single act. Harassment within the College is not tolerated under any circumstances. Everyone within the College community is to be alert to signs and evidence of harassment and they have a responsibility to report it to staff whether as a witness or victim.

Types of Harassment are:

- Hitting, punching, pushing or bullying you
- Getting a gang or group together to frighten you
- Putting you down or humiliating you
- Writing rude or offensive notes about you
- Leaving rude or suggestive comments or graphics on computers for others to see



- Annoying you or your family by making nasty phone calls
- Leaving offensive comments or pictures where you will see them
- Staring or glaring
- Telling you offensive jokes or making suggestive comments or rude gestures
- Hiding or destroying your property
- Repeatedly teasing you or spreading rumours
- Pestering you to go out with them when you have said “No”
- Commenting on the size or shape of your body
- Patting, pinching and touching another person
- Touching or brushing up against you, often and deliberately, when you do not want them to
- Persistently making unwelcome requests for sexual favours
- Sending offensive messages in writing or by telephone
- Ridiculing, leering, wolf whistling or making sexual comments at a person or group of people
- Spreading rumours about your sex life
- Cyber-bullying which includes:
 - Flaming: Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
 - Denigration: Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
 - Exclusion: Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
 - Outing: Sharing secrets about someone online including private information, pictures, and videos.
 - Trickery: Tricking someone into revealing personal information then sharing it with others.
 - Impersonation: Pretending to be someone else when sending or posting mean or false messages online.
 - Harassment: Repeatedly sending malicious messages to someone online.
 - Cyberstalking: Continuous harassment and denigration including threats of physical harm.

Rationale

Prescott College will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Aims

- To reinforce within the school community what bullying is, and the fact that it is unacceptable.
- To encourage everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and co-operation at all times.

Implementation

- Parents, teachers, students and the community will be aware of the school’s position on bullying.
- Prescott College adopts the following 4-phase approach to dealing with harassment:

What Can You Do If You Are Being Harassed?

Step 1: Harassment has occurred:

- ➔ Tell the person who is harassing you that you don’t like it and that you want it to stop!
- ➔ If they repeat the behaviour, this is harassment.
- ➔ You must tell someone (e.g. a trusted friend, a teacher, a chaplain, a staff member, your parents/guardians) and get help.

**Step 2: If the harassment continues:**

- ➔ Tell the person who is harassing you that you don't like it and that you want it to stop!
- ➔ A teacher/staff member will take appropriate action to try to resolve the situation.

Step 3: If the situation continues and there is no resolution:

- ➔ Talk with the student counsellor and/or chaplain.
- ➔ The counsellor or chaplain will take appropriate action to try to resolve the situation and support you throughout the process.

Step 4: If the harassment continues or is of a serious nature:

- ➔ Report the incidents to the Deputy Principal and/or the Principal.
- ➔ A formal complaint will be recorded about the harassment and action will be taken to resolve the situation.

Infectious Diseases Policy**Aim**

To inform school communities of their role in helping health authorities and families manage the control of infectious diseases. Health regulations state that students suffering certain infectious diseases must be excluded from school for a period of time.

Procedures

1. Schools are to ensure the school community is fully informed of the procedures to be followed relating to infectious diseases.
2. Parents must notify the school if their child contracts an infectious disease. The school will contact the Health Department regarding notifiable cases.
3. Parents of immune deficient students need to be informed of cases of chickenpox and measles.
4. Children who have not been immunised may be required to remain at home during an outbreak of an infectious disease such as whooping cough or measles.

Exclusion

Exclusion means the period of time for which a child is required not to attend school. The following is a guide for some of the common diseases for which children have to be excluded from school/ OSHC:

Disease	Exclusion time
Chicken Pox	At least 5 days after the first spots appear or when blisters have all crusted.
Conjunctivitis	Until discharge from eyes has ceased.
Diarrhoea	Up until diarrhoea has stopped.
Diphtheria	Until medical officer certifies recovery.
German Measles (Rubella)	Until child has fully recovered, and for at least 4 days after rash appears.
Glandular Fever	Not necessary to keep children home but some children with glandular fever are too sick to attend school.
Hand, Foot and Mouth	Until blisters have dried.

Disease	Exclusion time
Head lice	Until hair has been treated. Solutions available from pharmacies. Everyone living in the same house (as well as linen etc) should be treated at the same time as the affected person.
Ringworm and Scabies	Until day after fungal treatment has begun.



Hepatitis A	Until child has recovered (usually 7 days from the first signs of jaundice).
Hepatitis B and C	Not necessary to keep the child home.
HIV (Human Immunodeficiency Virus)	Not necessary to keep the child at home (unless she or he has a secondary infectious disease, such as TB).
Impetigo	Until appropriate treatment has commenced and visible sores are covered.
Influenza	For 5 days after the appearance of the first symptoms.
Measles	For at least 4 days after the appearance of rash.
Meningitis	Until well.
Meningococcal	Until well.
Mumps	Until child has fully recovered and for 9 days after the appearance of swelling.
Scarlet Fever	At least 24 hours after treatment has begun.
Streptococcal Infection	Until day after treatment has commenced and student feels well.
TB (Tuberculosis)	Until student has certified clearance by medical practitioner.
Whooping Cough	Depending on the type of antibiotics given the child should stay home until the course of antibiotics is completed ; otherwise, keep home for 3 weeks from when "whoop" starts



Mobile Phone Policy

Rationale

Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. Prescott accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Aims

To utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

Implementation

- A mobile phone may be carried for safe travel to and from school, but is brought to school at the student's own risk. Prescott College takes no responsibility for lost, damaged, stolen or confiscated phones and/or smart devices.
- Prior to entering College property, through the gates or Front Office, the phone must be switched off and stored securely out of sight (not on their person). This would also include any listening devices (such as ear buds) that have been used on the way to school.
- Smart watches and other smart devices cannot be brought onto College property at any time. Mobile phones cannot be switched on until the student exits College property.
- Mobile phones cannot be taken on excursions, including sports carnivals and camps, unless express permission has been given in the permission letter / coordinating teacher instructions accompanying this event.
- Mobile phones are not to be taken out or used in the toilet areas under any circumstances.
- Mobile phones can only be taken out and used when a teacher has given explicit permission. In class, a teacher has the right to control the use of technology to suit the focus of the lesson or activity. Therefore, the teacher may allow students to use the functions on a mobile phone to enhance learning when it is appropriate.
- It is the student's responsibility to ensure that the phone is turned off again and stored appropriately after it has been used. If a call or text needs to be made using a mobile phone, students must go to the Front office to seek permission from Administration.
- Consequences for using a mobile phone contrary to the above:
 - First offence
 - Mobile phone is confiscated, given to the Deputy Principal and collected by the student at the end of the same day.
 - The student will also be required to hand in their mobile phone into the Front Office for ten school days.
 - If the phone is handed in late, or forgotten to be handed in, an additional two days will be added.
 - Continual non-compliance will be considered as a Second offence. Parents will be contacted via email or phone by the Deputy Principal.
 - Second offence
 - Mobile phone is confiscated and given to the Deputy Principal.
 - The student collects a letter from the Deputy Principal at the end of the day, outlining the current consequence and further consequent actions that may be applied.
 - Upon return of the letter, signed by parent/guardian, the mobile phone will be returned to the student.
 - The student will also be required to hand in their mobile phone into the Front office for twenty school days.
 - The parent/carer will also be contacted via email or phone by the Deputy Principal.
 - Third offence
 - Mobile phone is confiscated and given to the Deputy Principal.



- The student collects a letter from the Deputy Principal at the end of the day, outlining the final consequence that is to be applied.
- The mobile phone will be only be returned to the parent at an interview with the Deputy Principal.
- The student will not be permitted to bring a mobile phone to school for the remainder of the school year.
- Students who use another person's Mobile Phone
 - Where a student has allowed their mobile phone to be used by another student, both students are to be advanced to the next step in the policy.
 - If a student has used a mobile phone without permission, that will be considered to be stealing and dealt with accordingly.

Privacy Statement of Prescott College

1. Prescott College collects personal information on all families who enrol students in their school. The College purpose of this information is to enable the school to provide schooling for your child/ren.
2. Some of the information we collect is to enable the school to discharge its duty of care.
3. Failure to complete any part of the information requested may have some bearing on how the school is able to respond to and meet the individual needs of each student / family. If we do not obtain the information required, we may not be able to enrol or continue the enrolment of your child/ren
4. Health information about pupils is sensitive information under the privacy act. We ask you to provide medical details about pupils from time to time in order for the School to provide appropriate care of individuals as the need arises. We also ask you to provide emergency contact details. We encourage you to notify doctors and emergency contacts that you are disclosing their information to the school and why, and that they can access that information if they wish.
5. Personal information collected from students is often disclosed to their parents or guardians. Achievements and activities of students are often published in our newsletter, school magazine or other publications.
6. The school from time to time discloses personal information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the school including visiting professionals.
7. Parents may seek access to personal information collected about them and their child/ren by contacting the school. If there are items that you consider need updating or correcting, you have the right to request such changes be made. There may be occasions when access is denied. Such occasions would include having an unreasonable impact on the privacy of others or access resulting in a breach of the School's duty of care.
8. A copy of the Prescott Schools Privacy Policy is available on request.



Student Grievance Policy

Rationale

It is the policy of Prescott College that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. Time limits have been established to assure prompt attention to each problem and to ensure that any problem is corrected as soon as possible.

Definition

A "Grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his /her behalf when it is felt that the rights of them as an individual have been violated.

Purpose

The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure. The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student to believe he/she has been wronged. Students are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures. A student may initiate grievance actions against another student, a teacher, an administrator, or a member of the ancillary staff. Normal channels of communication, from student to teacher/guidance counselor to administrator shall be used, whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.

The following actions are grounds for student grievance:

- Acts or threats of sexual harassment.
- Acts or threats of intimidation or harassment.
- Acts or threats of physical aggression.
- Arbitrary actions or imposition of sanctions without proper regard to due process.
- Violation of student rights and responsibilities

Procedure

A student may initiate a grievance proceeding when the student believes that a violation of their rights has occurred.

Step 1 - Principal Conference

A student wishing to invoke the grievance procedure shall make a written request for a conference with the Principal to discuss the grievance and seek resolution. Alternatively, a parent may attend with the child and meet with the Principal to disclose the factors surrounding the incident.

The following guidelines shall be observed in Step 1:

- A grievance shall be filed as soon as possible but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
- The principal shall grant the conference within five (5) school days following receipt of the request.
- The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.
- Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

Step 2 – Restorative Justice

A meeting of the parties involved will be called by the Principal and through the use of Restorative Justice Questioning an attempt will be made to resolve the issue.



Restorative Justice Questions include:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what was done?
- What do you think needs to happen to make things right?

An agreement may then be reached as to how the issue can be resolved. The outcome will be documented as part of the school behaviour management files.

Step 3 – Appeal to Education Director

If the grievance is not resolved at Step 2, the student may appeal the principal's decision in writing to the Education Director of the SA Conference of Seventh-day Adventists. The appeal must be made within five (5) school days of Step 2.

- The Education Director or their designee shall review the grievance within five (5) school days following receipt of the appeal.
- A written response shall be made to the student, the parent, or the guardian and the principal from the Education Director or their designee within ten (10) school days following the Director's review.

Step 4 - Appeal to the School Council

If the grievance is not resolved at Step 3, the student may appeal the Education Director's decision to the School Council in writing within (10) school days following the response from the Education Director.

- The Council, through the office of the Chairman, shall designate a Sub-Committee to receive, review, and make a determination of the appeal from the Education Director's decision.
- The designated committee shall meet within ten (10) school days following the receipt of the appeal.
- The student and parent shall have the right to be present and present their grievance.
- The Principal and Education Director shall also have the right to be present.

The committee's decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the Principal and Education Director.

Sun Protection Policy

Rationale

Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protected from over exposure to the sun whilst at school.

Aims

1. To educate students as to suitable Sunsmart protection strategies.
2. To encourage children and teachers to protect themselves from the harmful effects of the sun.
3. To encourage positive attitudes towards skin protection.
4. To encourage lifestyle practices, which can help reduce the incidence of skin cancer and the number of related deaths.

Implementation

1. This policy is to be read as part of our Student Dress Code
2. Students, staff and parents will be expected to wear a broad brimmed style hat whenever involved in outside school activities (including OSHC) and the UVR level is 3 or above. *To help maintain winter vitamin D, sun protection measures are not used when UV levels are below 3.*
3. The time when hats will not be compulsory is from Week 1 of Term 2 to Week 7 of Term 3 unless the ultraviolet radiation (UVR) level is 3 and above over the recess or lunch period.
4. The Principal or Deputy Principal will be responsible for ensuring staff are informed of the UVR level



- at the beginning of the day.
- 5. Staff will act as role models by also wearing broad brimmed hats when outside.
- 6. Children without broad brimmed hats will be restricted to play in designated shaded areas.
- 7. Children will be actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF30+).
 - i. Sunscreen will be provided in each classroom and applied by students according to the manufacturer's directions, under the supervision of teachers.
 - ii. Sunscreen should be reapplied around every 2 hours if outside for an extended period of time or sooner if involved in water activities or sport.
- 8. Students and staff will be encouraged to wear sunglasses while participating in outside activities
- 9. Whenever possible, outside activities on hot days should be scheduled before 11:00 am so to avoid students being in the direct sun between the hours of 10am and 2pm (11 am and 3pm daylight saving time). This will involve:
 - i. Whenever possible, all outdoor activities will be scheduled before 10am and after 2pm (11am and 3pm daylight saving time), conducted indoors or in the shaded areas of the school.
 - ii. The library will be open for student use during the lunch period.
- 10. The following procedures will be followed for Sports Day:
 - i. Protection will be provided for all officials on the grounds through the use of umbrellas and shade tents
 - ii. A number of shades will be available for student use.
 - iii. The program will end at 2.30pm Daylight Saving Time
 - iv. Sun Screen will be available for use by all in attendance at the Sports Day
 - v. The wearing of broad brimmed hats will be compulsory for all students and staff.
- 11. The school newsletter and school assemblies will be used to highlight and reinforce the sun smart policy.
- 12. Sun smart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels either in Term 1 or 4 of each school year.

Critical Incident Policy

- 1) Prescott College recognises the duty of care owed to its students and that planning for the management of a critical incident is essential.
- 2) **Definition** – A critical incident is a traumatic event, or the threat of such (within or outside Australia) which causes extreme stress, fear or injury. This may include but is not limited to:
 - a) Serious injury, illness or death of a student or staff
 - b) Students or staff lost or injured on an excursion
 - c) A missing student
 - d) Severe verbal or psychological aggression
 - e) Physical assault
 - f) Student or staff witnessing a serious accident or incident of violence
 - g) Natural disaster e.g. earthquake, flood, windstorm, hailstorm or extremes of temperature
 - h) Fire, bomb threat, explosion, gas or chemical hazard
 - i) Social issues e.g. drug use, sexual assault
- 3) **Critical Incident Committee**
 - a) Prescott College has a Critical Incident Committee to assist the Principal in the prevention and management of critical incidents at the school, or off campus in the case of an overseas student for whom the school has undertaken care responsibilities.
 - b) **Team Leader** – Dr. John Lewis is the critical incident team leader.



c) **The Critical Incident Committee also includes:**

- i) The Principal,
- ii) Staff members
- iii) The school counsellor
- iv) Other members of the school community
- v) The international student co-ordinator
- vi) Homestay co-ordinator

d) **The responsibilities of the committee include:**

- i) Risk assessment of hazards and situations which may require emergency action
- ii) Analysis of requirements to address these hazards
- iii) Establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, hospital, poisons information centre, community health services
- iv) 24 hour access to contact details for all students and their families (for schools with overseas students this will also include agents, homestay families, carers, consular staff, embassies and interpreting services if necessary)
- v) 24 hour access to contact details for all relevant staff members needed in the event of a critical incident e.g. school counsellor, welfare officer, legal services, school security
- vi) Development of a critical incident plan for each critical incident identified
- vii) Dissemination of planned procedures
- viii) Organisation of practice drills
- ix) Regular review of the critical incident plan
- x) Assisting with implementation of the critical incident plan
- xi) Arranging appropriate staff development
- xii) Budget allocation for emergencies

4) **Critical Incident Plans**

- a) All critical incident plans assign responsibilities among relevant staff members; cover all the actions to be taken, and detail timelines for doing so.

b) **Immediate Action (within 24 hours)**

- i) Identify the nature of the critical incident
- ii) Notification of the critical incident committee/team leader
- iii) Implement the appropriate management plan or action strategy
- iv) Assignment of duties and resources to school staff
- v) Seeking advice and help from any necessary emergency services/hospital/medical services
- vi) Dissemination of information to parents and family members
- vii) Completion of a critical incident report
- viii) Media response if required (see below)
- ix) Assess the need for support and counselling for those directly and indirectly involved

c) **Additional Action (48 – 72 hours)**

- i) Assess the need for support and counselling for those directly and indirectly involved (ongoing)
- ii) Provide staff and students with factual information as appropriate
- iii) Restore normal functioning and school delivery

d) **Follow-up – monitoring, support, evaluation**

- i) Identification of any other people who may be affected by critical incident and access of support services for affected community members
- ii) Maintain contact with any injured/affected parties
- iii) Provision of accurate information to staff and students where appropriate
- iv) Evaluation of critical incident management
- v) Be aware of any possible longer-term disturbances e.g. inquests, legal proceedings



5) **Resources**

- a) The nature of critical incidents is such that resources cannot always be provided in anticipation of events. The critical incident committee uses its discretion to provide adequate resources – both physical and personnel – to meet the needs of specific situations. Staff will be reimbursed for any out-of-pocket expenses.

6) **Managing the Media**

- a) Manage access of the media to the scene, and to staff, students and relatives
- b) The Education Director or Principal should normally handle all initial media calls
- c) Determine what the official school response will be
- d) All facts should be checked before speaking to the media
- e) If accurate information is unavailable or the issue is of a sensitive nature, explain that questions cannot be answered at this time
- f) Avoid implying blame or fault for any part of the incident as this can have significant legal implications
- g) The Principal may delegate media liaison to another member of staff

7) **Evaluation and review of management plan**

- a) After every critical incident, a meeting of the critical incident committee will be held to evaluate the critical incident report and the effectiveness of the management plan and to make modifications if required. If appropriate this process will incorporate feedback from all staff, students and local community representatives.