



POLICY DOCUMENTATION

2012



ENROLMENT POLICY

The Scots School is a comprehensive co-educational Kindergarten to Year 12 School providing an education underpinned by Christian values and operating within the policies of the NSW Board of Studies.

All enrolment applications are processed in order of receipt and consideration is given to the family's support for the ethos of the School, siblings already attending the School and other criteria determined by the School from time to time. Once enrolled, students (and their parents) are expected to support the School's ethos and comply with the School Rules to maintain the enrolment.

The School operates within the requirements of anti-discrimination legislation.

Procedures:

1. All applications should be processed subject to the School's Enrolment Policy.
2. The School will consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the School's ethos.
3. The School will consider each applicant's educational needs. To do this, the School will need to gather information and consult with the parents/family and other relevant persons.
4. The School will identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. The School will inform the applicant of the outcome by letter.
6. Continuing enrolment is subject to the student's adherence to school rules (see enrolment contract, pastoral care policies and behaviour management policies) and payment of all school fees.

Characteristics of the student body:

- Reference information elsewhere in this Report.
- Reference "My School" website

This policy was revised leading up to School registration and accreditation in 2011.



ATTENDANCE POLICY

Register of Enrolments

A Register is kept which indicates the following information

- Name, age and address
- The name, address and contact number of parent(s)/guardian(s)
- For students older than six (6) years, previous school or pre-enrolment situation
- Date of enrolment and, where appropriate, the date of leaving the School and the student destination
- Where the destination of a student under seventeen (17) years of age is unknown, evidence must be kept that a Department of Education and Training Officer has been notified of the students name, age and last known address and other designated information
- The Register of Enrolment is retained for at least seven years preceding the current date

Daily Attendance

- Attendance is monitored at Day and Boarding Student meetings held at 8.45 am each school day.
- Rolls are marked by the Stage Co-ordinator who submits a list of absences to the administration office.
- A list of absences is then checked against notes previously handed in.
- Any unexplained or not accounted for student has their parents rung at 9.15 am.
- The Director of Student Welfare monitors this attendance.
- Attendance Rolls are kept in the Administration Office and updated by the Administration Assistant. They are kept in both electronic and paper form.
- At the end of each school year they are transferred to the School Archives for safe keeping.
- Late arrival or early departure students must register at the front desk as they arrive or depart. These are checked by the Administration Assistant against the roll

School Absence from Class

- Students who enter or leave the School outside normal school hours must sign in or out in a Register on the reception desk in the Front Office.
- Staff members check absence from class against the list in the Common Room and Reception. (Front Office)
- Any unexplained absence is reported immediately to the Deputy Headmaster or Director of Student Welfare.
- These particular staff members make further enquiries if necessary contacting parents.
- Partial absences are recorded.



Follow Up on Unexplained Absences

- The Director of Student Welfare follows up unexplained absences. He informs parents and sends a letter of non-compliance to parents and students. This letter explains School Certificate, Higher School Certificate and Board of Studies Regulations regarding attendance, and warns parents and students of the significance of failure to fulfil attendance/assessment requirements for each course (eg, N Awards).
- Overseas student attendance and reporting procedures are contained in an attached sheet.
- Copies of all letters sent are kept in the student's file in the main office and are held electronically by the Deputy Principal

Storage

Copies of Attendance Records and Register of Enrolments will be stored off site at regular intervals.

Note 1

The Common Code approved by the Minister will be used in 2012 and beyond for the recording of absences.

Note 2

In 2010 the Minister, under Section 25 of the Education Act 1990 delegated the power to the Principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Overseas Student Procedures

Records from timetable sources and attendance sources are available through *Deltalink* for referencing each student's attendance record for each subject they are attempting. These records:-

- a) Show when a student's attendance in a particular subject is of concern with regard to mandatory hours (in the case of overseas students 80% of scheduled course hours).
- b) Allow warnings to be issued to the student and warning letters to be sent to the parents/guardian and the student. Copies of both records are kept in the student's file and electronically by the Deputy Head.
- c) Warning letters will be accompanied by counselling in the event of students being absent for concerning lengths of time (in the case of overseas students this is where absences occur of five consecutive unapproved days or where the student is approaching absence of 20% of mandatory 80% course attendance). Such counselling will be organised by the Deputy Head and will involve conversation with the Director of Student Welfare. Minutes of such counselling will be retained as above



- d) Ultimately will show when a student's attendance is failing to meet satisfactory attendance.
- e) Allow parents/guardians and student to be informed of this failure of attendance. In the cases of failing attendance the Deputy Head will, in discussion with the Director of Student Welfare, notify the student in writing of the School's intention to report the student for not achieving satisfactory attendance. The written notice will inform the student that he/she is able to access the School's complaint/appeals process (within 20 working days) as outlined in the School's Assessment Manuals. Where the appeal process is not accessed, or where it is found to have failed, the School will as soon as practicable, notify the student, the parents/guardian and the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance.

For ELICOS and schools courses the School may decide not to report students for breaching the 80% mandatory attendance requirement but only where:

- The student produces documentation demonstrating clearly that compassionate or compelling circumstances apply (eg. medical certificates, etc.)
- The decisions is consistent with documented attendance policies and procedures
- The School confirms that the student is attending at least 70% of the scheduled course contact hours for each course in which he/she is enrolled

- f) Deferment provisions:-
 - i) The School can only defer or temporarily suspend the enrolment of a student on the grounds of:
 - Compassionate or compelling circumstances (eg. illness and medical certificate OR
 - Misbehaviour of a student (see Student Welfare Policy, Student Bullying and Harassment Policy)
 - ii) In such cases the School (through the Deputy Head) will inform the student that deferring, suspending or cancelling his/her enrolment may affect his/her student visa and –
 - Notify the Secretary of DEEWR via PRISMS (as required under Section 9 of the ESOS Act where said enrolment is deferred, suspended and cancelled)
 - i) The School, through the Deputy Head, will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he/she has 20 working days to access the schools complaints/appeals system. If the student so accesses the system the suspension or cancellation of the student's enrolment under this cannot take place until the internal process is completed (unless extenuating circumstances relating to the student's welfare apply).
- g) All letters are issued by the Deputy Head of the School in conference with the Headmaster and Director of Student Welfare.

This policy was revised leading up to School registration and accreditation in 2011.



STUDENT WELFARE and DISCIPLINE POLICY

Students are required to abide by the School's rules and to follow the direction of teachers and other people with authority delegated by the School. Where disciplinary action is required, penalties imposed vary according to the nature of the breach of discipline and a student's prior behaviour. Corporal punishment is not permitted under any circumstances.

All disciplinary action that may result in any sanction against the student including suspension, expulsion or exclusion contains processes based on procedural fairness.

A summary text of the School's Discipline Policy and associated procedures is provided to all members of the school community through:

- The Staff Handbook
- The Student Diary
- The Parent Information Booklet
- Through the Director of Student Welfare

The full text will also be provided on the School Intranet. Copies are available from the School Secretary in Reception and in the Staff Common Room.

This policy was revised leading up to the registration and accreditation in 2011.

GRIEVANCE POLICY

The School's policy for dealing with complaints and grievances includes processes for raising and responding to matters of concern identified by staff, parents and/or students. These processes incorporate, as appropriate, principles of procedural fairness.

The full text of the School's Policy and Procedures for complaints and grievances resolution is provided in the information booklet for the School Council. An appropriate outline of the Policy and Procedures is also provided in the Parent Information Booklet and the Student Diary and will be provided on the School's Intranet.

The full Policy document is available through the Headmaster's Secretary or through Reception and is accessible in the Staff Common Room.

This policy was revised leading up to the registration and accreditation in 2011.



STUDENT WELFARE POLICIES

Policy	Changes in 2011/Other Comments	Access to full text
<p>Child Protection Policy Encompassing:</p> <ul style="list-style-type: none"> • Definitions and concepts • Legislative requirements • Preventative strategies • Reporting and investigating “reportable conduct” • Investigation processes • documentation 	<p>Updating of policy to include Keep Them Safe</p> <p>Update of policy to include changed reporting criteria and Class and Kind Determinations</p>	<p>Issued to all staff and members of the school Board</p> <p>Full text available</p> <ul style="list-style-type: none"> • School Intranet • Secretary at reception • Staff common room
<p>Pastoral Care Policy encompassing:</p> <ul style="list-style-type: none"> • The pastoral care system • Availability of and access to special services such as counselling 	<p>See associated Student With Special Needs Policy</p>	<p>Full text in Staff Handbook</p> <p>Text of Health and homework policy in</p> <ul style="list-style-type: none"> • Student Diary • Parent Information Handbook • School Intranet • Secretary at Reception • Staff Common Room
<p>Communication Policy encompassing:</p> <ul style="list-style-type: none"> • Formal and informal mechanisms in place for facilitating communication between the school and those with an interest in the student’s education and well-being. 	<p>Policy revised. A new policy was implemented in 2011.</p>	<p>Full text contained in:</p> <ul style="list-style-type: none"> • Staff Handbook • Parent Information Booklet • Student Diary • School Intranet • Secretary at Reception • Staff Common Room
<p>Homework Policy encompassing:</p> <ul style="list-style-type: none"> • Recommended times devoted to homework • Responsibilities regarding homework • Sanctions for non-completion 		<p>Partial text in:</p> <ul style="list-style-type: none"> • Student Diary <p>Full text available in:</p> <ul style="list-style-type: none"> • Secretary at Reception • Staff Common Room • School Intranet
<p>Health Centre Policy encompassing:</p> <ul style="list-style-type: none"> • Role of health centre and staff • Procedures for access to Health Centre 	<p>See associated Accident Reporting Policy</p>	<p>Full Text available:</p> <ul style="list-style-type: none"> • Secretary at Reception • Staff Common Room • School Intranet
<p>Student Leadership Policy</p>		<p>Full Text available:</p> <ul style="list-style-type: none"> • Secretary at Reception • Staff Common Room • School Intranet
<p>Work Health and Safety Policy</p>	<p>Undergoing Revision to meet needs of January 2012 introduction</p>	<p>Full Text available:</p> <ul style="list-style-type: none"> • Secretary at Reception • Staff Common Room • School Intranet



<p>Sports Policy This incorporates both:</p> <ul style="list-style-type: none"> • A school statement regarding behaviour, and • The requirements of the sports program within the School. <p>It also incorporates:</p> <ul style="list-style-type: none"> • The requirements of the many associations within which the School participates. <p>Contained within it are also elements of The School Excursion Policy document.</p>		<p>Copies are available through:</p> <ul style="list-style-type: none"> • The School Secretary • Secretary at Reception • Staff Common Room <p>And, in summary form, in the Student Diary</p>
<p>Boarding Policy This summarises relevant aspects of other policies and those specific to boarding at The Scots School</p>	<p>This document was extensively revised in 2011.</p>	<p>Access to full text is available as follows:</p> <ul style="list-style-type: none"> • Residential Staff Induction • Parent Information Booklet • School Intranet • Parents may request a copy by contacting the staff at Reception
<p>Privacy Policy This covers aspects of the School's management, storage and access to information collected concerning students and parents.</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Issued to all staff and members of The Scots School Board • Parents may request a copy by contacting the Headmaster's Secretary or through Reception • Full text in Staff Common Room and in Reception <p>Summary texts in:</p> <ul style="list-style-type: none"> • Staff Handbook • School Intranet • Student Diary • Parent Information Booklet
<p>Information Technology Policy This covers:</p> <ul style="list-style-type: none"> • Ethical use of the IT services of the School by staff and students • Method of protection of staff and students from IT related problems • Use of IT equipment for appropriate acquisition storage and dissemination of information 		<p>Access to full text:</p> <ul style="list-style-type: none"> • Issued to all staff and members of The Scots School Board • Parents may request a copy by contacting the Headmaster's Secretary or through Reception • Full text in Staff Common Room and in Reception <p>Summary texts in:</p> <ul style="list-style-type: none"> • Staff Handbook • School Intranet • Student Diary • Parent Information Booklet



<p>Educational Reporting Policies and Procedures</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Issued to all staff and members of The Scots School Board • Parent may request a copy by contacting the Headmaster's Secretary or through Reception • Full text in Staff Common Room and in Reception <p>Summary texts in:</p> <ul style="list-style-type: none"> • Staff Handbook • School Intranet • Student Diary • Parent Information Booklet
<p>Use of Animals in Schools</p>	<p>This document was extensively revised in 2011.</p>	<p>Full text available from:</p> <ul style="list-style-type: none"> • Reception • School Secretary • School Agriculture Department • Staff Common Room
<p>Educational Programs Documentation</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Issued to all staff and members of The Scots School Board • Parents may request a copy by contacting the Headmaster's Secretary or through Reception • Full text in Staff Common Room and in Reception <p>Summary texts in:</p> <ul style="list-style-type: none"> • Staff Handbook • School Intranet • Student Diary • Parent Information Booklet
<p>Bullying and Harassment Policy (Incorporating Sexual Harassment and Cyber Bullying Policies)</p>	<p>Extensively revised in 2011 to include latest ACMA recommendations regarding cyber bullying.</p>	<p>Access to full text:</p> <ul style="list-style-type: none"> • Issued to all staff and members of The Scots School Board • Parents may request a copy by contacting the Headmaster's Secretary or through Reception • Full text in Staff Common Room and in Reception



		<ul style="list-style-type: none"> • Full text will be placed on School Intranet <p>Summary texts in:</p> <ul style="list-style-type: none"> • Staff Handbook • School Intranet • Student Diary • Parent Information Booklet • Director of Student Welfare
<p>Staff Code of Conduct (Incorporating Supervision and Security Policies)</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Reception • School Secretary • Staff Common Room • Staff Induction and in-services <p>To be read in conjunction with document "Expectations of a Teacher Policy"</p>
<p>Family Law Policy</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Reception • School Secretary • Staff Common Room
<p>Excursions Policy</p>		<p>Access to full text:</p> <ul style="list-style-type: none"> • Reception • School Secretary • Staff Common Room
<p>Critical Incidents Policy and Procedures Summary texts and procedures are available in all classrooms and staff rooms.</p> <p>Practice emergencies are carried out each semester. See associated documents:</p> <ul style="list-style-type: none"> • Procedure in Case of Fire • Accident Reporting Policy 	<p>This document was extensively revised in 2011</p>	<p>Access to full text:</p> <ul style="list-style-type: none"> • Reception • School Secretary • Staff Common Room <p>Summary texts in:</p> <ul style="list-style-type: none"> • All Classrooms • All Staff Rooms



CHANGES

In 2009-10:

- The Work Health and Safety Policy and Procedures were re-written to cover changed legislation as of January 1, 2012.
- The Bullying and Harassment Policy was again updated in 2011 and includes reference to cyber bullying.
- The Sports Policy has been further revised in order to incorporate safety concerns within WH&S legislation and sports body responses.
- The Child Protection Policy and Procedures have been revised to incorporate changes necessitated by changed to the relevant supporting legislation.
- The Family Law Policy has been updated to cover changed to legislation regarding custody of children.
- The Health Centre Policy has been re-written.

In 2011-2012:

- The CRICOS Policies and Procedures documentation was updated.
- The Family Law Policy will be updated with recent legislative changes.
- The Grievance/Communication Policies were re-written as more user friendly documents.
- The Bullying and Harassment Policy will be adjusted to incorporate information from the recent ACMA and other campaigns against cyber bullying.
- On-going re-writing of the Health Centre Policy will take place.
- The Occupational Health and Safety Policy and Procedures continue to be revised as a Work Health and Safety Policy and Procedures to take into account the Model Health and Safety Act in effect from January 1, 2012.
- The Grievance/Communication Policy and Procedures will be re-examined in order to achieve a more user friendly document.

Full School Policy Documentation is available from the School Secretary, at Reception, in the Staff Common Room, and on the School Intranet.