



**MT TORRENS
CHRISTIAN**
— SCHOOL —

'Learning and Serving'

PARENT HANDBOOK

2024

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SCHOOL MISSION STATEMENT

Our Mission

The Mission at Mount Torrens Christian School is to equip students for life by creating a happy, Christian-based environment wherein all learners are enabled to achieve respect and responsible citizenship, academic excellence and Bible-based moral values.

Our Vision

Our vision is to be a distinctly Christian School, committed to quality education and to the development of each student's potential.

Our Goals

Students at Mount Torrens Christian School will be supported and encouraged to develop in the following ways:

- To make a positive impact in the world by acting with integrity
- To recognise and respect authority
- To establish life-long learning habits
- To cultivate a Godly temperament that is characterised by qualities of love, honesty, persistence, humility, loyalty, faithfulness, justice and mercy

RATIONALE

This Code of Conduct is based on the following principles;

- Positive behaviour, which is essential for the wellbeing of the school and the successful achievement of the school's objectives
- To maintain a safe, healthy and secure environment
- The endorsement of the basic rights of educators to teach, and to maintain orderly learning environments, and the rights of learners to learn in a secure environment that is conducive to learning
- The promotion of a climate of mutual respect, self-discipline and responsible behaviour
- Disciplinary action will be aimed at corrective measures rather than punitive action. Efforts will be made to apply it fairly and reasonably
- Biblical principles, which we accept as being fully authoritative in matters of faith and conduct
- That all students of Mount Torrens Christian School should be encouraged to maintain a Christian lifestyle both in and out of the school.
- Mount Torrens Christian School acknowledges the Biblical role of parents, and as such expect parents to be involved in upholding this Code of Conduct

STATEMENT OF FAITH

Parents enrolling their students at the school need to be aware that our Statement of Faith underpins the teaching and learning program. Parents are required to acknowledge that their child will be exposed to this Statement of Faith and be willing to support the School in conveying these beliefs. We believe:

- The divine inspiration and infallibility of Holy Scripture as originally given, the complete revelation of His will for our salvation and its supreme authority in all matters of faith and conduct.
- There is one, and only one, true God: Creator and Sustainer of all things, Omnipotent, Omniscient, Omnipresent, Self-existent, Immutable, Spirit, Incomprehensible, Eternal, Sovereign and Master of the universe, infinitely perfect in love, goodness, holiness, and justice.
- Within the one Being or essence of God, there eternally exists three distinct yet equal Persons, God the Father, God the Son, and God the Holy Spirit.
- In the full Deity and full humanity of Jesus Christ. These two distinct natures, perfect deity and perfect humanity, are inseparably united in the one Person.
- In Jesus Christ's virgin birth, sinless life, death on the cross for our sins, burial, bodily resurrection from the dead, ascension into heaven (where at the right hand of God, He is our High Priest, Advocate, Saviour, and Lord), and in His visible and bodily return.
- In the full Deity and full personality of the Holy Spirit and in His work in regeneration and sanctification, and His work of uniting His Church.
- Human beings were created in the image of God, to glorify God and be in fellowship with Him. We, however, rebelled against Him and are now sinners by nature and by choice. We, therefore, stand condemned before God, deserving of His wrath and are unable to reconcile ourselves to Him by any form or amount of human works, merits, or ceremonies.
- Salvation comes only by the grace and love of God, through regeneration by the Holy Spirit, repentance of sin, and faith in the person and work of the Lord Jesus Christ.
- In the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgement, everlasting conscious torment and separation from God. We further believe in the conscious existence of all souls between death and resurrection, of the believer in heaven with God, of the unbeliever in Hades apart from the Lord.
- In the existence of angels and Satan and his demons. Angels are personal, spirit beings in the service of God. Satan and his demons are personal, spirit beings who are in rebellion against God, His angels, and His people. Their fate of eternal damnation was sealed by Christ at the cross and authority over them and their activities has been granted to all believers.

REPORTING

- Parent Teacher interviews are held at the beginning of Term 2.
- Teachers will administer tests and assignments for their year levels on a regular basis. Parents may request to view or discuss test data at any time.
- Students in Years 3, 5, 7 and 9 participate in national benchmarks testing (NAPLAN) in literacy and numeracy in Term 1 of each year. NAPLAN results are sent to the School. Individual student reports are then forwarded to parents.
- Student Progress Reports are sent home to parents in Term 1 and 3 and Semester Reports are sent home at the end of Term 2 and Term 4
- Parents may make an appointment with the class teacher for feedback on progress throughout the year.

STUDENT AWARDS

At Mount Torrens Christian School, we recognise the gifts, talents and abilities of each individual student. Awards are presented at Presentation Night, Assemblies or in classes. At the close of the school year, the following will be recognised and awarded

- Academic Excellence Award
- Scripture memorisation Award
- Personal Achievement Award
- Sports Performance Award
- Green Point Champion Award
- Integrity Award

SCHOOL BEHAVIOUR EXPECTATIONS

Positive behaviour is important because it is grounded in the respect for God and all He has created. Positive behaviour depends on good self-discipline. When students do not exercise good discipline there needs to be a consequence to help them learn what is right (Hebrews 12: 3-11).

Aims

Staff and students will work together to create an atmosphere where

- Each person is treated with respect
- Each person feels safe and secure
- Students can express their opinions in a safe and encouraging environment
- All teachers can teach effectively and all students can learn to the best of their abilities

The Responsibilities of Students

Every student in our School Community has a responsibility to:

- Treat others with respect in regard to appearance, ethnic background, gender, beliefs, abilities etc.
- Learn to the best of their ability and allow others to do the same

These general guidelines should be read in conjunction with the Complaints and Grievances Policy (see Appendix A).

Behaviour Expectations

- Respect others, their property and privacy
- Be courteous at all times
- Use appropriate communication (no put-downs or swearing)
- Obey School rules
- Try your best in everything
- Report incidents to a staff member when another person is not being treated with respect
- Look for ways to serve and include others
- Carry out all class and School duties
- Wear correct uniform at all times

Behaviour Management Process

The following School-wide approach is intended to maximise learning opportunities for all students and to provide a consistent approach when patterns of disruptive behaviour occur.

CONSEQUENCES (include but not limited to)		ACTIONED BY
Step 1	Verbal correction Exclusion from group or activity Removal of privilege Any other intervention a teacher deems appropriate	Teacher
Step 2	Red point deduction	Teacher
Step 3	Meeting with Principal and suitable consequences determined (consequences include, but are not limited to, those listed in step 1)	Teacher/Principal
Step 4	Suspension (internal or external)	Principal/Board
Step 5	Termination of enrolment	Principal/Board

- The usual starting point is verbal correction. However, depending on the nature of the offence, a student may enter the behavior management process at a higher level. This is especially applicable where an offence has repercussions on others, e.g. in matters of bullying, assault, sexual harassment, dangerous behaviour, etc.
- At step 2, the behaviour management process begins to be recorded. Adverse behaviour and the ensuing consequences are noted in SEQTA by each teacher. Parents/caregivers are not necessarily notified at this stage unless this would be seen as beneficial.
- At step 3, parents/caregivers will be informed and communication with parents will continue during any further processes.

- At step 4, the Principal will consult with parent/caregivers and the school board.
- At step 5, a student's enrolment may be terminated for any serious offence or whose behaviour cannot be rectified by the behavioural management process described above.

Behaviour Points System

Green Points - Rewards (Years Foundation to Year 6)

Students accumulate green points throughout the school year. The student who has accrued the highest amount of green points in each class is awarded at the end of the year.

It is important to note that green points are used for exceptional progress or development, rather than an everyday "encouragement" system. For example, a class teacher may choose to reward students with the neatest bookwork at the end of the term with a green point. Everyday encouragement can be achieved verbally or through the stamp/sticker system in the primary classes.

Each time a green point is given, the teacher will record the date and a brief statement of the behaviour that is being rewarded. These will be shared with the school at the Friday afternoon assembly.

Red Points - Corrective Strategies (Years Foundation to Year 12)

Each student begins the school term with 10 Red Points. Students lose red points when school expectations are not met. Students cannot gain red points. However, at the end of the school term, red points are converted into green points.

Red points will only be taken from students **after verbal correction and warning.**

When students have lost 5 red points, students will need to have an interview with the principal.

Parents/caregivers will be notified. The principal will make any necessary recommendations to parents/caregivers, including further consequences, which could lead to a review of enrolment. The same process will apply when students have no points remaining. The principal and parents will make arrangements on how best to help the student. Each student begins with 10 new points at the start of each term.

GENERAL INFORMATION

Absence and Lateness

- Parents are required to ring the school receptionist before 9:00am if their child is going to be absent. If calling before 8:00am, a message can be left on the answering machine
- Students are not able to report their own absence
- If it has been impossible for a parent to phone the school, a note of explanation to the class teacher in the diary is required upon return to the school. Students need to ensure their teacher sees the note on the first day of return
- If a student leaves the school for any reason during school hours (e.g. illness) the student or their parent must sign the student movement log at the front office
- Students who are late need to report to Administration

UPON RETURNING TO SCHOOL, IT IS THE STUDENT'S/PARENTS' RESPONSIBILITY TO APPROACH THEIR TEACHER(S) CONCERNING THE WORK THEY HAVE MISSED.

Banned Items and Substances

- The following substances are banned from the school and all school events:
 - Cigarettes, matches, lighters, drugs, alcohol and related materials*
 - Weapons and dangerous items (e.g. knives, guns or replicas)*
 - CDs and DVDs
 - Chewing gum
 - Energy drinks (e.g. Red Bull)
 - Any contraband/illegal items
 - Any other items decided upon by the school

*Possession and/or usage could lead to termination of enrolment

Buying, Selling and Swapping

Students may not be involved in these activities, unless they are approved by the school.

Daily Schedule

8.30am	Line Up
10.40am	Recess
11.00am	(End of recess)
12.40pm	Lunch
1.20pm	(End of lunch)
3.00pm	School dismissed (1.00pm on Fridays)

Students may arrive at school any time after 8:10am for a punctual 8:30am start. School finishes at 3:00pm (1.00pm on Friday). A teacher will be on duty until 3:20pm. **Children must be collected before 3:20pm, (1.20pm on Fridays).**

Bicycles/Skateboards/Scooters, etc

When cycling to or from school, students are expected to:

- Wear correct uniform
 - Comply with all road rules, including wearing a fastened helmet
 - Cycle in a safe manner
 - Extend courtesy to other road users
- Students are also expected to:
 - Walk their bicycles/skateboards/scooters through the school grounds
 - Store bicycles/skateboards/scooters in the bike shed
 - Remove bicycles/skateboards/scooters from the school grounds at the end of each day

School Newsletter

- The newsletter is an important avenue for communication. It will be distributed by email and will also be available on the school website. If you require a hard copy, please visit the school office for assistance.

Audiri App

- Mount Torrens Christian School uses the Audiri App as a means to keep our community up to date on school initiatives. Please ensure you download the App and select Mount Torrens Christian School. If you require assistance, please visit the School Office.

Diary

- From year 2 onwards, a diary is used for recording set homework, notes from parents or teachers, lateness to School, medical or other appointments and detentions
- The diary is to be taken to all lessons including 'Independent Study' lessons
- The diary may be checked regularly by subject teachers
- The loss of a diary must be reported to the teacher and a replacement purchased immediately

Drug Statement

- The School does NOT allow students:
 - The use of prohibited or illegal drugs
 - The inappropriate use of prescribed or 'over the counter' medicines
 - The inappropriate use of solvents or other chemical agents
 - The consumption of alcoholic beverages
 - The smoking of tobacco or other drugs
 - The use or possession of non-prescribed steroids or other performance enhancing drugs
 - To attend School or authorised school activities while affected by illegal drugs or alcohol
- The school prohibits the possession, sale, supply, exchange or negotiation of illegal drugs and drug-related substances while on school property or in school uniform. This includes any occasion where staff have responsibility for an individual or group of students or while students are commuting to and from school

Electronic Devices/Mobile Phones

- Students are not permitted to have mobile phones or any personal electronic devices at school - see Appendix B for the Mobile Phone Policy
- All personal electronic devices are solely the responsibility of the student. The school will not accept responsibility for theft, loss or damage of any equipment or information stored thereon. Personal electronic devices are to be handed in at the beginning of the school day to the School Office and are to remain there until dismissal. Once collected, these devices are not to be used on school grounds
- Personal electronics devices include, but are not limited to:
 - Mobile phones
 - Smart watches
 - iPods
 - Media players
 - Gaming devices
 - Digital cameras and other photographic devices
 - Video recording devices
 - Sound recording devices
 - All DS and other consoles
- ALL breaches will be taken seriously and the device will be confiscated immediately. Further consequences will be determined by the Principal

- The taking of photos and/or videos on School grounds and School Bus (including chartered transport) is strictly prohibited (unless approved by the school)

Homework

- Homework will be set for a minimum of 3 evenings per week. Approximate homework allocation time for each year level is as follows:

F	10 min	Yr 5	30 min
Yr 1	10 min	Yr 6	35 min
Yr 2	15 min	Yr 7	40 min
Yr 3	20 min	Yr 8	50 min
Yr 4	25 min	Yr 9 - 12	60 min or more

Lockers and Desks

- Students are not permitted to access another student's locker or desk without permission
- For general health and hygiene reasons, any food or drinks must be cleared from lockers at the end of each day
- Students must be organised for each lesson in such a way that they do not need to access their locker during lessons

Lost Property

- Misplaced items found around the School are placed in the lost property box at Administration
- Students wanting to check the box for lost items must first ask permission from the Administration staff
- The lost property box is cleared at the end of each term
- Unclaimed uniform items may be donated to the uniform shop

Valuables

- Should it be necessary to bring a valuable item or a large sum of money to the school it should be handed to Administration for safe-keeping
- Under no circumstances should valuables or large sums of money be left in student's bags or lockers
- Although the school will do everything possible to prevent such items from being lost, stolen or damaged, the school cannot be held responsible for any losses that may occur

Recess and Lunch

- At this time, no facilities are available at the School for the purchase of food or drink
- All food and drinks are consumed at the designated times in the designated areas under the supervision of the teacher on duty
- For safety reasons, no glass containers are permitted
- The sharing of food is discouraged unless a student has forgotten their lunch

- Students are not permitted to bring food that requires warming, as microwaves and ovens are not available

School Grounds and Buildings

- The buildings and grounds are to be kept tidy and clean. All rubbish must be thrown into bins provided
- When walking between classes, going to assembly or returning from breaks, students are expected to walk purposefully, give way to adults and show respect for others and school property
- Damage anywhere in the school must be reported immediately, either to the teacher on duty, or to the Principal
- Defacing of school property in any way, e.g. writing on furniture, is not permitted.
- Students are not permitted to receive any visitors without the permission of school staff. All visitors wishing to see a student or an educator must first report to the office before proceeding onto the school premises

Toilets

- Students are encouraged to use the toilets at convenient times such as recess and lunch or after a sports lesson
- Should a student need to have a toilet break during lesson time, they must first seek permission
- Change rooms and toilets must be kept clean and tidy. Toilets must be used properly so that they are never an embarrassment to the school or those who use them
- Dawdling or playing around in these facilities is not permitted
- Toilet paper must not be wasted
- Any leaking taps, flooding, etc. must be reported to the office immediately

Relationships

- Inappropriate physical contact, sexual activity, romantic amorous relationships, and/or any form of sexual harassment (including verbal harassment) is unacceptable during school hours, on School grounds and outside school times. These are considered serious offences and are strictly forbidden. Any of these offenses may result in expulsion and the Principal, in consultation with the School Governance, will determine due consequences.

Stationery and Book Requirements

- Stationery is provided by the school and remains the property of the school
- Students are expected to respect school property. This includes no scribbling on rulers or books, no 'dog ear corners' in books and no wasteful use of supplies

Student Internet & Computing Acceptable Use Policy

Acceptable Computing at Mount Torrens Christian School

Mount Torrens Christian School operates a School Computing Network to assist students with their learning and research. We are committed to the provision of high-quality, relevant educational experiences for all of our students. Learning Technology facilities assist students to extend and enrich learning, prepare students for future education, workplace and society in an equitable way. To ensure these facilities are used appropriately and for maximum benefit, we have established the following Student Computing Code of Conduct for parents and students to read and sign.

Computing at Mount Torrens Christian School

Computers are tools for accessing information, communicating ideas, and extending thinking skills. Computing is a required component of the curriculum allowing students to extend their learning across all subject areas. Over time, students will gain exposure to a variety of learning technologies.

Internet Access

The Internet is a valuable learning and research tool containing vast amounts of information and useful educational material. Parents and students need to be aware that there is much information which is offensive, irrelevant to the learning curriculum and wasteful of the school's computing resources. Whilst every attempt is made to prevent access to offensive and inappropriate material, filtering is not always 100% safe. Students need to restrict their Internet use to sites which are directly approved by teachers and relevant to their studies. Students are allowed restricted Internet access to sites pre-selected by their teachers using the School's site selection criteria.

All Internet activity is recorded and monitored closely. There are consequences for students who deliberately attempt to visit inappropriate sites or fail to report inadvertent access. Their Internet access may be disabled and their parents informed.

Examples of Prohibited Practices for all Students

While at School, students must not:

- Send or view email without permission from the teacher
- Plagiarise by presenting another person's ideas as your own
- Access any computer, file or program without the permission from the Teacher or Network Administrator
- Bring anything other than homework to school, including music, programs, images, scanned items or computing files without permission from a teacher
- Download or view offensive material such as pornography, horror, violence
- Download ANYTHING without permission (eg. games, music, video clips)
- Change any computer settings whatsoever, including monitor settings
- Interfere with cables, printers, scanners, cameras, data projectors or computer hardware in any way
- Access chat rooms or communicate in any way with anyone over the Internet without permission from the teacher

Consequences for Inappropriate Computing Use Include

- Losing Internet access
- Confiscating prohibited material
- More serious consequences at the discretion of the Principal

Sport, Co-curricular Activities and Functions

- All students are expected to participate in the co-curricular activities offered by the school
- Membership of a team, society or group involves a commitment to attend all practices, matches, and functions that involve this specific group
- All team members of any particular sport or activity must be dressed in the prescribed dress or uniform as set out in the school's School Uniform Policy. This applies also to the practice sessions concerned
- When participating in any match or competition, the referee or judge's decisions must be accepted unconditionally
- All students are expected to attend school functions to show their support for the school and the teams or groups that participate. They are also compelled to behave in a decent and civilised manner during such functions. Generally, the dress to such functions will be the school uniform in one form or another. Details will be announced should there be any exceptions
- As a rule, the school will provide transport to and from venues where activities will take place. For the sake of group and team spirit, it is expected that all the members of such a group will travel with the official transport on the way to the venue
- Students may travel with parents after such an event only after permission has been sought from the staff responsible for the group. Students will not be allowed to travel with other people unless parental consent has been given to staff in advance and in writing
- When travelling to and from sporting events, students must wear the prescribed School Uniform, unless otherwise advised by staff

SCHOOL UNIFORM

It is in our interests as a school to ensure that students are seen at their best. Uniforms should be clean, worn neatly, and be in good repair. Please set high standards in personal appearance. Teachers will check regularly for correct uniform, tidiness, and neat presentation. Parents will be notified if there are concerns.

A properly worn uniform:

- Will enhance the school image and student respect in the school
- Is an indicator of a good school tone
- Is a means of student identification within the school community
- Allows the community to identify our students
- Diminishes fashion competitiveness and superficial differences
- Provides one avenue through which students may learn respect for parental and teacher authority in our community

Notwithstanding these guidelines, the Principal shall be the arbitrator in the area of modesty and standards of dress and may exclude students from the school pending suitable corrective measures being taken if their standard of appearance is unacceptable.

Out of School Grounds

Students are encouraged to take pride in the school and its uniform. The school takes the view that a student in school uniform, or involved in any activity associated with the school, is representing the school. This includes excursions and travelling to and from school. Wearing the correct uniform is part of the agreement parents enter into with the school when enrolling a student.

Summer Uniform

The summer uniform is to be worn in Terms 1 and 4, unless otherwise directed by the Principal. Please refer to Appendix C for Sun/UV policy.

Boys

- Short Sleeve Shirt
- V-Neck Jumper
- Grey Shorts
- Black Belt (optional)
- Grey Ankle Socks
- Black School Shoes
- Tie (for excursions)
- Hat and MTCS Bag

Girls

- Dress
- V-Neck Jumper
- White $\frac{3}{4}$ Crew Socks
- Black School Shoes
- Hat and MTCS Bag

Winter Uniform

The winter uniform is to be worn in Terms 2 and 3, unless otherwise directed by the Principal.

Boys

- Long Sleeve Shirt
- Tie
- V-Neck Jumper
- Grey Trousers
- Black Belt (optional)
- Grey Ankle Socks
- Black School Shoes
- Hat (as required)
- Bag

Girls

- Long Sleeve Shirt
- Tie
- V-Neck Jumper
- Pinafore (grades F-4)
- Skirt (grades 5-10)
- Navy Tights
- White $\frac{3}{4}$ Crew Socks
- Black School Shoes
- Hat (as required)
- Bag

Sports Uniform

Boys and Girls

- Short Sleeve Polo Shirt
- Sports Shorts
- Sports Pants
- Sports Jumper
- White $\frac{3}{4}$ Crew Socks
- Sports Shoes
- Hat

Uniform Rules

- All uniform items must be purchased from the School Uniform Shop except for socks, tights, shoes and hair accessories. A navy or black winter coat or navy scarf are optional.
- Students are to be in full uniform during school hours, including the journey to and from school. Official sport uniform is to be worn all day on the day students have a physical education lesson including to and from school.
- Formal uniform items are not to be worn with sports uniform items (e.g. sports jumper not to be worn with summer dress).
- **Uniform length:** summer dresses and winter pinafores/skirts must cover the knees at all times. Winter pinafores/skirts should not be less than 25cm from the ground.
- **Under garments:** items worn under the uniform must NOT be visible (including underwear).
- **Ties:** are to be worn with the winter uniform and at other times as directed by the Principal.
- **Shirts:** are to be tucked in at all times. The hems of shirts are not to be visible when a jumper is worn.
- **Winter pinafores:** can be converted into winter skirts from grade 5 onwards.
- **Belts:** are to be plain black with a plain silver buckle (no cowboy or promotional/brand name belt buckles). It is preferred if belts are purchased from the School Uniform Shop.
- **Black shoes:** are to be worn with the winter and summer uniforms. Shoes may have Velcro fasteners or black shoe laces. Shoes with buckles, boots, sandals, platforms, ballet style or high heels are not permitted. The soles of shoes are to be no higher than 2.5cm.
- **Sports shoes:** are to be a predominantly neutral colour (not iridescent). Sports shoes must be worn with the sports uniform only. Other styled shoes such as skate shoes, volleys, casual slip-ons and flashing lights are not permitted.
- **Tights:** are to be dark navy and at least 50 denier. Woollen tights are permitted.
- **School bags:** must be official school bags with the school logo.
- **Hats:** must be official school hats. Students are required to wear hats during terms one and four when participating in outdoor activities (e.g. recess, lunch, sports lessons, excursions) and at any other time as advised by the Principal.
- **Winter coat and scarf:** must be plain navy or black. These items are optional and are not available for purchase from the School Uniform Shop.
- **Jewellery:** rings, earrings, studs, bracelets, wrist bands and neck chains are not permitted (except Medic Alert bracelets). Watches may be worn. Earrings and piercings in any other locations are not permitted.
- **Make-up:** the wearing of make-up of any kind is not permitted. The wearing of nail polish, clear or coloured, is not permitted. Fingernails must be kept short (i.e. not extend over the end of the fingers).
- **Naming of uniforms:** please ensure all items are clearly named. Initials are not sufficient.

Grooming Standards

In matters of personal grooming, the standards required by the School must be maintained. The Principal reserves the right to determine appropriateness in these matters and may exclude a student from the School where persistent incorrect uniform is worn, until suitable corrective measures are taken.

Standards for GIRLS

- Hair must be worn out of the face and must be kept neat, clean, tidy, and modest
- Head shaving, very short hair and dreadlocks are not acceptable
- Hair should not impair vision (fringes need to be above eye level or clipped back)
- Girls are required to tie all of their hair back in a ponytail, bun or plait, once it is below shoulder length
- Hairstyles considered by the School Board to be exotic or excessively stylish are not permitted
- Teasing hair to create a 'bushy' look is unacceptable
- Hair may be coloured or dyed but only on the following conditions; the colour must be natural, the hair must be only one colour. Hair of more than one colour or excessively streaked hair will not be permitted.
- Hair accessories must be of a navy or white in colour

Standards for BOYS

- Hair styles are to be kept neat, short, clean and tidy
- Hair must be tapered at the sides and at the back
- Close haircuts must not be less than the number 2 comb
- Hairstyles considered by the Governing Body to be exotic or excessively stylish are not permitted
- Hair may not be permed, dyed or bleached
- Head shaving and dreadlocks are not acceptable
- Undercuts are not acceptable (e.g. Mohawk)
- Teasing hair to create a 'bushy' look is unacceptable
- Sideburns are not to extend to a length past the middle of the ear
- Where applicable, boys are expected to be clean shaven daily

Consequences for Incorrect Uniform

Here the term 'uniform' collectively includes:

- Wearing of the correct summer, winter and sports uniforms
- Wearing appropriate shoes, hair styles

The Principal or delegate will determine whether what a student is wearing or whether their hairstyle meets school requirements and is acceptable. Suitable correctional action will be determined by the Principal, or their delegate. Initially, a student will be spoken to regarding a uniform infringement and parents/guardian may be informed. Failure to comply with uniform standards in the time indicated will result in disciplinary action and if not corrected could lead to the suspension of the student enrolment or expulsion.

1. The student will be spoken to regarding the uniform infringement and parents will be informed. A record of this will be made by the school. The following timelines will be given for the particular uniform infringement to be corrected:

Next School Day	Monday of the Next Week
Jewellery	Shoes
Make-up	Hair style
Wrist bands	Dress length
Hair ties	
Piercings	
Shaving	

2. Failure to correct the uniform infringement by the appropriate time will result in a warning to the student that they will be placed on a two day suspension from the school if the matter is not addressed by the following day. This message will be conveyed to parents by the Principal via telephone and a letter posted home. A record of this will be made by the school.
3. A student's enrolment will be terminated, at the discretion of the Principal, if the matter is not resolved by the student as requested.

APPENDICES

Appendix A: Complaints and Grievance Policy

RATIONALE

Mount Torrens Christian School is committed to resolving conflict situations and concerns directly and promptly. A Biblical approach is the foundation for the management of any grievances.

Whilst every endeavour will be made to maintain godly, pro-active working relationships, from time to time it is possible that concerns, misunderstandings and disagreements may arise.

Neither the Minister for Education and Child Development nor the Department for Education and Child Development has any power to directly intervene in any complaints relating to the operations of a non-government School.

TYPES OF DISPUTES RELEVANT TO THIS POLICY

General complaints relevant to this policy include:

- The School, its employees or students have done something wrong, failed to do something they should have done or acted unfairly
- Impolite or inappropriate communication has occurred by the School
- Students or teachers behaving contrary to the School code of conduct
- Concerns regarding assessment, learning or reporting for students
- School fees or other administrative issues

Complaints outside of the scope of this policy include;

- Bullying which is managed as detailed in the Anti-Harassment Policy
- Suspension and expulsion disputes which are covered in the Behaviour Management Policy
- Child protection and abuse concerns which are covered in the Sexual Harassment Policy and Child Protection Policy
- Violence or criminal matters which should be directed to the Principal who can then involve Police if required

GRIEVANCE PROCEDURE

Most complaints and grievances will be resolved on an informal basis between the relevant parties. The aim is to:

- Handle grievances speedily, without bias and prejudice
- Promote healthy restored relationships
- Resolve at the lowest possible level

The relevant person or teacher will ensure the grievance is;

- Solved as close as possible to the source

- Handled with fairness and without bias
- Resolved by giving parties the opportunity to express their viewpoints
- Resolve so that any outcome does not result in victimisation

If the complaint or grievance cannot be resolved at an informal level the following procedure takes place:

- The matter will be referred to the Principal in writing (see Appendix).
- The Principal will then investigate the matter further and arrange an interview with relevant parties as necessary.
- If a satisfactory resolution is reached, the matter is closed. If no agreement is reached, arbitration or the delivery of a directive by the Principal may be issued. This process must be documented.
- If the arbitration or directive is not accepted the complainant must lodge their grievance in writing to the School Board.
- The Board will arrange a meeting with the relevant parties. At this stage the School Board may pass down a determination that will take the form of a recommendation to the Principal. The Principal is to implement the Board recommendations. Following this, the process is completed as far as the College is concerned.
- Complainants not accepting the directive at this point will need to consider external legal processes if they wish to pursue the issue further.

Note: Where the grievance is against the Principal and the issue is not resolved at an informal level, the College Board shall be involved.

CONCLUSION

The overriding emphasis of the New Testament is upon love, forgiveness, grace, and doing what is right in the eyes of God. Where conflicts arise we should act swiftly to resolve any grievances that may occur within the College community.

Appendix B: Mobile Phone Policy

RATIONALE

The privacy and protection of students is of paramount importance and the prime motivator for this policy. It will ensure that students are safe at Mount Torrens Christian School and that their learning is not disrupted by the use of mobile phones. Parents, staff and students at MTCS are asked to support the implementation of this policy.

POLICY

Mount Torrens Christian School recognises legitimate reasons why a student may need to bring a mobile phone (or smart watch) to school which could include but not limited to safety whilst travelling to and from school and allow parent contact. However, creating a safe environment by reducing negative impacts of inappropriate use of mobile phones or smart watches is paramount.

Upon arrival to MTCS, students who are carrying a mobile phone or physically wearing a smart watch are expected to submit immediately the devices to the School Office. Students are not under any circumstances permitted to keep their devices in their bags or on themselves. Devices once submitted to the School Office are to remain in the office and may only be collected on conclusion of the School day, or upon early dismissal arrangements.

Any phones or smart watches that are found to be in student possession during school hours will be confiscated and presented to the School Office. Consequences for non compliance with this policy will result in parent notification, Principal consultation and or further repercussions as appropriate which may include reviewing enrolment status.

This policy is also to be applied during organised school excursions, camps and extra-curricular activities.

Appendix C: Sun Smart/UV Policy

Rationale

Australia has the highest incidence of skin cancer in the world and over-exposure to the sun during childhood and adolescence is known to be a risk factor. Since students are at school throughout the high-risk period (11.00am - 3.00pm) for five days a week during school terms, schools have a major responsibility to initiate and implement skin cancer prevention strategies in the interest of students' long term health.

Desired Outcomes

- Increased student and community awareness of skin cancer and the importance of providing protection to exposed parts of the body
- Implementation of practical skin protection measures
- Responsible wearing of hats by all students and staff
- A safe school environment with the provision of shade

Policy

It is the policy of Mount Torrens Christian School that Ultra Violet Radiation (UVR) protection relevant to the weather conditions must be worn or used by any staff member who is engaged in school activities when there is the likelihood of injury to the skin due to UVR. This may include hats, suitable clothing, 15plus sunscreens and natural or artificial shade.

Where possible, natural or artificial shade will be provided and used by the school, such as trees, building shade, tents, canopies and/or portable or temporary structures.

UV sunscreen, at least 15 plus UV rating, will be provided by the school and be easily accessible. Personal UV protection, such as broad-brimmed hats and clothing is to be provided by each individual.

Where possible, outdoor work and programs will be rescheduled to times of the day when the UVR is less intense. UVR is most intense between 10.00am-2.00pm (or 11.00am-3.00pm during daylight savings).

- Staff and others working with students (e.g. student teachers, work experience students, parent volunteers) are expected to model appropriate sun smart behaviour when outdoors by:
 - Wearing protective clothing and a broad brimmed hat (an umbrella may be used in place of a hat, available from the front office)
 - Applying sunscreen which is available in the staffroom and First Aid room
- Students are required to wear a school hat at all times when participating in outdoor activities during Terms 1 and 4 and when the school advises. This includes:
 - Recess and lunch breaks
 - Fitness and PE lessons
 - Sports days and other sporting events
 - Excursions
 - Any other outdoor activity
- Students who do not have the required hat will not participate in the activity and, in the case of recess and lunch breaks, will be required to sit under a veranda as directed by a staff member.
- Students will be exempted from wearing a hat while actively participating in a competition or sporting event. They will, however, be expected to wear their hat before and after participating.
- When planning outdoor activities and events consideration will be given to:

- The timetabling of the activity (time of year and time of day)
- The availability of shade

This applies to assemblies, sports days, camps and excursions and other special functions. It may involve the rescheduling of a lesson or moving to an indoor venue (e.g. mini-gym).