SCHOOL UNIFORM

The School uniform is detailed on the clothing list which has been sent to all parents, extra copies are also available at the administration office or KWS shop.

For BOYS the School uniform comprises grey trousers and navy jacket, white shirt, school tie, grey socks, black leather closed shoes, and school jumper. A black belt with a modest buckle must be worn.

For GIRLS the School uniform comprises the School tunic (or Kilt for Yrs 11 & 12), white blouse, blazer (or jacket for Yrs 11 & 12), school tie, regulation colour socks, black leather lace-up shoes and the school jumper. On formal occasions, the tam-o’-shanter will also be worn.

The PREPARATORY SCHOOL uniform is slightly different and is detailed on the clothing list.

HATS will be worn by all students of Kinross Wolaroi School during Terms 1 and 4 when playing sport and, during the school day, whenever they are outside the classroom. Only the official school hat will be worn.

DRESS REGULATIONS

Students must follow conventional standards of dress and appearance while wearing school uniform or while representing the school in any co-curricular or other activity. In particular:

Cleanliness: All uniforms will be kept clean and neatly pressed and in good repair. Shoes must be cleaned regularly and repaired or replaced when necessary.

Length: Girls’ tunics are to finish at the top of the kneecap, kilt length to be set 7cm above the ankle.

School Uniform: The full school uniform (less tam-o’-shanter for girls) will be worn to and from school each day when travelling on public transport. No part of the uniform will be removed from the time students leave home until they reach school, or from the time they leave school until they reach home. On arrival home students should change out of uniform, unless they are prepared to wear full uniform while shopping with parents etc.

Coats and Blazers: Coats and blazers will be buttoned when off the school property and on formal occasions. They are not compulsory during Terms 1 and 4.

Ties: When ties are worn, the shirt collar must be buttoned up.

Jewellery: is not to be worn with school uniform. This includes rings, bracelets, chains and wristbands. For girls only, holes in ears may be kept open by small plain, round studs or small sleepers and only one per ear. No other piercings are permitted. Similarly, make-up and nail polish are not permitted while in School uniform.

Tam-o’-shanter: Girls will wear the tam-o’-shanter on formal occasions as specified by the Head of Senior School.

Overcoats: the only overcoats which are permitted are the regulation school overcoat and the regulation raincoat.
Hats: The only hats which are permitted are the regulation school hats. The tam-o’-shanter will still be worn on formal occasions.

SPORTS UNIFORMS

Students will wear the correct and relevant attire for the particular sport in which they are participating. In summer, this includes the official school hat or cap for that sport.

All players must ensure that their uniform is of a high standard. Sports uniforms will be clean and well pressed. Shoes must be clean and in good condition.

It is traditional that when spectating and supporting at rugby games, both home and away, boys will wear full school uniform; girls will wear their school tracksuit. When supporting and watching other games, students may wear neat casuals.

When in the streets of Orange, the only sports uniform that is acceptable is full school tracksuit, blue sports T-shirt and navy sports shorts, or cricket whites.

The individual requirements and dress codes for each sport will be outlined to students by the respective MIC’s and these will be listed and updated on the school website.

HAIR LENGTH

Girls: Provided a girl’s hair is kept clean, neat and tidy, there is no restriction on its length. However, when wearing School uniform, (including sports uniform), girls up to Year 10 whose hair reaches to the middle of the collar must have their hair tied back and they must wear a regulation ribbon of black watch tartan, navy blue or black watch green. Year 11 and 12 girls, provided the hair is kept neat and tidy, may wear their hair loose.

Boys: For boys in all years hair must be off the collar and kept neat and tidy. For boys in Year 11 and 12, hair may be slightly longer, provided it is kept clean, neat and tidy. Side burns must not come below the middle of the ear. All boys must be clean shaven.

General: Fancy, unusual or unorthodox haircuts and colours are not permitted.

CADET UNIFORM

Cadet uniform is to be worn correctly at all times during the day including travelling to and from school. For dinner after Cadet Parades, boarders may wear cadet uniform instead of school uniform. Articles of Cadet clothing must not be worn on non-cadet days, including weekends (except camps). Sleeves must be rolled down and bush hat worn at recess, lunch and parades.

HEALTH CLINIC

Students wishing to attend the Health Clinic during school hours must have a note in their Student Diary from their class teacher. If between periods, the note must be from the teacher they are going to, not the one they are coming from. Health Clinic staff will sign off the student’s diary as they leave.
CANTEEN AND KWS SHOP

The Canteen sells food and drink and is run by the P&F Association. It is open at recess and lunch times. The KWS Shop sells textbooks, stationery, the school uniform and sundry items. The Canteen and the KWS Shop are out of bounds after warning bells and between periods.

Student Conduct and Expectations

At Kinross Wolaroi School, a student’s conduct is expected to bring credit to the school at all times. It is expected that all students, as representatives of their school, accept the responsibility to act in a manner that shows respect towards themselves and others. Conduct expected of students while at school extends to time spent outside of the school - particularly while in school uniform. Overall, common sense and courtesy should always prevail.

The school has a Code of Conduct that governs student behaviour:

• SAFETY
• EFFORT
• RESPECT
• SELF-RESPONSIBILITY

For further information and details of the School’s Student Behaviour Management Guidelines, please contact Mrs Bev West, Head of Senior School.

BEHAVIOUR MANAGEMENT

Sanctions may include:

Detention – supervised activity to be carried out during the lunchtime break (although formally recorded this information is not placed on a student’s file).

Fatigue – for a more serious misdemeanour or an accumulation of 5 detentions – to be served on a Friday afternoon between 3.30 and 5.00 pm. A Fatigue takes precedence over boarder’s leave and will be recorded on a student’s file.

Site Suspension – the student will be withdrawn from classes and will work on a supervised programme. Students will be required to report to school from 8.30am until 5.00pm, and will be expected to undertake a combination of physical and academic work. Students will only be readmitted to the academic programme following discussion with the Principal.

Suspension – a student will be sent home and will only be readmitted to school following an interview with the Principal.

Dismissal – In extreme cases parents may be asked to withdraw their child from the school.

Attendance

Students are required to attend Tutor House period from 8.50 am where a roll will be marked.
Students who, for any reason, arrive at school after the Tutor period must sign in at the Front Office.

No student may leave the school grounds without permission from a staff member, and must follow the procedure described under “Absence from School” outlined below.

Unless there are exceptional circumstances, lateness to, or absence from class will not be tolerated.

There are a number of functions held during the school year which students (both boarding and day) are expected to attend. These include Speech Day, Year 12 Graduation, Chapel Services and the Swimming and Athletics Carnivals.

**Absence From School**

Students needing to leave the school grounds at any stage during the day for doctor’s appointments etc. are to request permission (with a note, fax or email) from the Head of Senior School and must sign out at the front office and sign in when they arrive back at school.

In the case of absence through illness, or any other cause, the School should be notified by telephone before 9.00am on the first day of absence. In the case of an expected prolonged period, some indication should also be given as to the expected duration of absence. On return to School, a note from a parent/guardian giving the reason for absence must be handed in at main office. For prolonged absences a doctor’s certificate is also required.

Boarders requiring special leave in Orange for particular purposes (medical, dental) will apply to their Head of House for leave. Application must then be made in writing to the Head of Senior School. Boarders will additionally report in and out through the Front Office. Appointments in Orange may be arranged via the Health Clinic. Similarly, day students requiring leave must have a parent or guardian apply in writing to the Head of Senior School, giving at least one week’s notice.

Leave for three or more days should be applied for via the ‘Parental Application for Exemption from Attendance at School’ form, which can be found on the KWS website. Leave of three or more days will be reviewed by the principal.

**Classroom Expectations**

Each student at KWS has the responsibility to work to their ability and to ensure that the learning of other students is not impeded by misbehaviour. It is essential that all students work consistently and conscientiously on all class-work and assigned tasks.

Mobile phones must not be used in class either for taking and receiving calls or taking and receiving text messages.

Specifically:

Students may not enter any classroom unless directed to do so by a teacher. Classrooms are out of bounds to students at all other times.

Students should be prepared for all lessons and in possession of correct books, stationery, PE uniform when required, and must have their Student Diary with them.
Bookwork should be completed to the teacher’s instruction, including completion of homework and assignment tasks by the due date.

Food and drink are not allowed in classrooms with the exception of bottled water at the teacher’s discretion.

**Homework**

Homework is an essential component of a student’s routine in order to achieve the best possible learning and results. As a part of school life, homework builds skills and discipline in self-management and accountability. All set homework must be recorded in the Student Diary, including the due date. Parents are encouraged to use the space available in the Student Diary to comment on homework progress.

Homework at KWS covers five aspects:

- Finishing tasks commenced in class
- Completing work set by the subject teacher
- Revising topics studied in class, memorising and correcting information, summarising notes, and music practice.
- Preparation and long-term work, including research and assignments
- Reading and extension

As a guide, homework should be:

Years 7-8: 1½ hours formal prep

Years 9-10: 2½ hours formal prep

Years 11-12: at least 3 hours every day of the week is expected

In addition, all students are expected to complete some independent study or reading each day.

**Property and Equipment**

Students and their parents are advised that responsibility for personal property including uniform, laptop computers, iPads, mobile phones, school books and sports equipment, lies with the student. The school cannot take responsibility for possessions that have been stolen, lost or damaged. Although staff will do their very best to support students in the care of their property, it is essential that students have all possessions clearly labelled, and that they make optimum use of the lockers provided by the school, including the locking devices made available to them.

School bags, including sports bags, may be left neatly in the locker room during the school day. They must be removed each evening and should not be left overnight.
Students will gather their books and equipment for the first and second periods before the start of school and will not go to their lockers during a school period or between periods. In the same way, students will collect books for periods three and four at the morning break, and at lunch time for the afternoon periods.

The only bags permitted are the official Kinross Wolaroi bag, and bags are not to be left lying around the school site.

It is expected that students will show respect for their own and others’ property and that of the school itself. Students wilfully damaging school property or that of another student will be asked to contribute to the cost of replacing that property. Damage and breakages must be reported (to the member of staff on duty) when they occur.

**Information and Communications Technology Guidelines**

Kinross Wolaroi School allows students access to personal computers and the School’s Intranet Service. In addition, it is acknowledged that within appropriate parameters students have access to mobile telephones, personal laptop computers and MP3 players (iPods). The following regulations apply to the appropriate use of such equipment:

- password and login details for network use must be kept private
- internet access is provided to students for educational purposes only
- mobile phones are not to be used to harass other students or to collect compromising information
- MP3 Players are allowed during the school day ONLY at the discretion of the supervising teacher/staff member
- The use of a mobile phone during an assessment task or examination will result in the immediate cancellation of the total mark allocated

**KINROSS WOLAROI SCHOOL TAKES CYBERSAFETY ISSUES MOST SERIOUSLY**

Unacceptable behaviours include:

- bullying or harassing via email, text messaging, social media or websites.
- ‘sexting’
- accessing pornographic or offensive material
- violating the privacy of others
- not reporting the violation of others’ privacy
- violation of copyright laws
- posting anonymous messages

For further information on Cybersafety, please refer to the Welfare Section of this diary.
Out Of Bounds

The following areas are ‘Out of Bounds’ to all students:

- the Bathurst Road side of main drive
- under buildings
- The Sharpe Oval (including the lower banks of the main oval)
- Locker rooms between periods
- Boarding Houses to all Day Students and to members of other Houses except with the express permission of the Head of House. Boarding Houses are out of bounds to members of the opposite sex at all times.
- The Preparatory School classrooms and playground areas, to all Secondary School students, except Prefects, unless specifically requested to help.
- The Prep School toilets to all Secondary students
- The PLC site to all boys except during formal visiting periods, when they must be introduced to the MOD, or during examinations and they are restricted to the Dorothy Knox Hall.
- Except in genuine emergencies, toilets are out of bounds between and during periods.

Sport

When playing games, or when a spectator at a game, the following principles should be observed:-

- Rules should be known and followed.
- Play should be hard but not such as to endanger an opponent. Fighting will not be tolerated under any circumstances.
- Applause for good play should be given to either side.
- The referee or umpire is the sole judge. Being human, they will make the occasional mistake, which must be accepted without criticism.

Sporting Facilities

No ball games are to be played in the vicinity of school buildings. Ball games must be played on the ovals. Bicycles and motor vehicles are forbidden on all ovals. Students will keep away from turf cricket match and practice wickets except during official practices. Each field is out of bounds when a match is in progress on that field.
Motor Vehicles

Motor vehicles may be driven to school only by day students possessing a licence and who have applied in writing and received permission from the Principal.

Day students must park in the designated car park on the right-hand side of the main drive. Students may not use their vehicle during the school day without permission from the Head of Senior School.

The School does not accept responsibility for students driving cars or being passengers in cars.

Motorbikes - identical rules to the above apply except that no student is to be a passenger on a motorbike under any circumstances.

Information regarding motor vehicles for boarders may be found in the Boarder’s Handbook via the KWS website.

Drug and Alcohol Use

Kinross Wolaroi School does not permit students while on school premises, at any school function, excursion, camp or while identifiable as a Kinross Wolaroi Student, to:

- smoke and/or possess tobacco products
- deliberately inhale volatile substances
- possess/use or be under the influence of pharmaceutical drugs for non-medical purposes
- possess/use or be under the influence of illicit drugs
- consume and/or possess or be under the influence of alcohol
- purchase or supply drugs or alcohol to other students

NOTE:

Further detailed information regarding Boarding Policies and Procedures is outlined in the Boarding Handbook accessed on the KWS website www.kws.nsw.edu.au