Purpose and Concerns

The Friends’ School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of ‘that of God’ in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.
The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.
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PRIVACY POLICY
**Welcome to Morris**

**Friends’ Primary Years**

Welcome to the 2017 school year. Together with the Morris staff, I hope that this is a wonderful year for us all; full of meaningful learning, personal and communal growth, celebration and fun. We look forward to working in partnership with you in the education of your child. Our aim is for the students to learn in the context of the School’s Purpose and Concerns, where the values of the intrinsic worth of the individual, peace, justice and community are sought; where we all strive to be life-long learners embodying responsibility and integrity.

The educational programs from Kinder to Year 6 are carefully structured to develop the academic, social and emotional needs of children at each year level. We believe children need to feel secure and confident in the school environment and know that they are valued by their teachers and peers. We create classroom programs to meet the individual needs of every child. Constructive play and exploration in Kindergarten provides a solid preparation for children moving into more formal Prep programs where early literacy, numeracy and the development of independent learning skills are a key focus. As they move through the school, children are progressively exposed to aspects of the broader program, including co-curricular activities and the application of inquiry across all disciplines. Each child’s development is documented and tracked in consultation with parents. Every child is encouraged to ask questions knowing that their teachers are there to support them.

The International Baccalaureate (IB), founded in 1968, is a recognised leader in the field of international education. It is a non-profit, mission-driven organisation that works with 4,527 schools worldwide. The IB Primary Years Programme (PYP) is the chosen curriculum structure used at Morris. The IB mission statement and PYP align with the Quaker ethos of The Friends’ School; to make connections, delve deeply into thinking and problem solving in the context of a holistic education incorporating interculturalism, collaboration and reflection. At Friends’, our explicit attitudes and values can be found at the core of all School-related activities.

The community atmosphere of the School today reflects the intentions of the founding members whose vision for the School in 1887 was education for spiritual and intellectual growth. Morris is a place where learning, in all its forms, is at the centre of all school life. The composition of the School Community, caring and highly skilled staff, engaged and motivated students, the supportive parent body, and the rich curriculum complement the values of the School and provide a unique educational experience for all children.

Mary-Margaret Gibson

Head of Morris
HISTORY OF THE FRIENDS’ SCHOOL

The Quaker movement in Tasmania dates from 1833. The foundation of The Friends’ School was first proposed in 1884 when a conference of parents requested assistance of English Friends in starting a school in Tasmania.

Samuel and Margaret Clemes and their three children arrived in Hobart in August 1886. Clemes had been asked to become the first Headmaster of the School and brought with him books, slides and other equipment contributed by English Friends. Suitable rooms were rented in Warwick Street and the first Friends’ School scholars assembled there early in 1887.

It soon became evident that the School would need larger premises. The School Committee considered the estate of ‘Hobartville’ on the northern boundary of the city. Despite worries about distance from the city and the difficulty of financing, the Hobart Committee purchased ‘Hobartville’.

Non-Quakers in Hobart and Quakers in all parts of Australia and England gave the means for purchasing the property and effecting necessary alterations. Clemes was an educator ahead of his time. He set about with great assiduity and thoroughness to make the School one where education was concerned with every child, not just the few gifted.

Clemes saw education as a preparation for life. He aimed for the School to be conducted in the spirit of the family with high academic endeavour taking its place with the development of practical skills and leisure time interests. He did not encourage competition, preferring ‘the pursuit of learning for its own sake’.

In 1900 Samuel and Margaret Clemes left Friends’ and established their own school close by. It was first called Leslie House School and later Clemes College and in 1945 that school amalgamated with The Friends’ School.

In 1923 the management of The Friends’ School passed from English Friends to an Australian Friends’ Committee. That year too, Ernest Unwin arrived in Hobart with his wife Ursula, their son and daughter to take up the School’s Headmastership.

Unwin was anxious to broaden the subjects available to scholars especially in areas such as Art and Science. Script handwriting was introduced as well as speech competitions. Unwin initiated a huge building program and the School’s resources were enhanced. School colours of scarlet, grey and junior navy were introduced as was the motto, Nemo sibi nascitur – ‘No person is born for self alone.’ He remained Headmaster until 1944.

William N. Oats was appointed in 1945 as Headmaster of The Friends’ School. Soon after his arrival, Friends’ and Clemes College amalgamated. This meant an enrolment of an extra 220 scholars and a shortage of teaching space. It was decided to work towards teaching older scholars on the Commercial Road site and younger ones at the ‘Boa Vista’ Argyle Street site. The curriculum was widened and general studies classes initiated to complement strongly academic studies.

Roderic Grosvenor was appointed Principal in 1973. Margaret Bailey and Michael Bailey became the first Joint Principals in 1980. During these years the School’s Pastoral Care program was widened as were the experiences offered to students. New subjects offered included Outdoor Education, Peace Studies and Japanese. Clemes, the senior secondary section of the School, was established and the School began its Sister School relationships.
Stephanie Farrall and Lyndsay Farrall were appointed Friends’ School Co- Principals in 1989. Following Stephanie Farrall’s resignation in 2000, Lyndsay Farrall took on the role of Principal. During the Farrall years the School’s enrolment grew to over 1000 students and weekly Gatherings were reintroduced. A building and refurbishment program was undertaken and new facilities including a Before and After School Care Centre, Friends Health & Fitness, and Robey and Walker House residential accommodations were established. Curricular developments included the introduction of Chinese language classes, the International Baccalaureate Diploma and Vocational Studies for Years 11 – 12.

John Green took up the position of Principal of The Friends’ School in 2002. During his tenure the School continued to grow, passing 1300 enrolments, and maintain, its position as a fine academic institution. The International Baccalaureate Diploma and Primary Years Programmes were consolidated and the School saw large improvements in its technology and infrastructure, including the purchase of Far South, an outdoor education centre near Dover, the building of an Early Years Centre and an assembly hall known as The Farrall Centre.

The Friends’ School is sub-divided into a Primary School (Years K – 6), a High School (Years 7 – 10) and Senior Secondary (Years 11 – 12). Administration and maintenance staff under the general supervision of the Director of Business Affairs, Shaun Sargent, and Director of Community Engagement, Deb Vaughan, serve these three sections of the School. The main School office is open between 8.30am – 4.30pm throughout the year except during the Christmas and New Year period and public holidays.

### Senior Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal¹</td>
<td>Nelson File <em>(<a href="mailto:principal@friends.tas.edu.au">principal@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Personal Assistant to the Principal</td>
<td>Louise Bridge <em>(<a href="mailto:lbridge@friends.tas.edu.au">lbridge@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Deputy Principal²</td>
<td>Ina Johnson <em>(<a href="mailto:ijohnson@friends.tas.edu.au">ijohnson@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Head of Morris</td>
<td>Mary Margaret Gibson <em>(<a href="mailto:mmgibson@friends.tas.edu.au">mmgibson@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Deputy Head Curriculum and PYP Coordinator</td>
<td>Wendy Crow <em>(<a href="mailto:wcrow@friends.tas.edu.au">wcrow@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Deputy Head Director of Learning Support</td>
<td>Anne Potter <em>(<a href="mailto:apotter@friends.tas.edu.au">apotter@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>K – 6 Coordinator</td>
<td>Debbie Taylor <em>(<a href="mailto:dtaylor@friends.tas.edu.au">dtaylor@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Head of Morris Sport (K-6)</td>
<td>Lisa Di Venuto <em>(<a href="mailto:ldivenuto@friends.tas.edu.au">ldivenuto@friends.tas.edu.au</a>)</em></td>
</tr>
</tbody>
</table>

### Teaching Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Armstrong <em>(<a href="mailto:darmstrong@friends.tas.edu.au">darmstrong@friends.tas.edu.au</a>)</em></td>
<td>Hannah Kench <em>(<a href="mailto:hkench@friends.tas.edu.au">hkench@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Lis Buchanan <em>(<a href="mailto:lbuchanan@friends.tas.edu.au">lbuchanan@friends.tas.edu.au</a>)</em></td>
<td>Fiona Lewis <em>(<a href="mailto:flewis@friends.tas.edu.au">flewis@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Cindy Cartwright <em>(<a href="mailto:ccartwright@friends.tas.edu.au">ccartwright@friends.tas.edu.au</a>)</em></td>
<td>Jess Lund <em>(<a href="mailto:jlund@friends.tas.edu.au">jlund@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Emily Chapman-Searle <em>(<a href="mailto:echapman-searle@friends.tas.edu.au">echapman-searle@friends.tas.edu.au</a>)</em></td>
<td>Lindy Maddock <em>(<a href="mailto:lmaddock@friends.tas.edu.au">lmaddock@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Gina Colhoun <em>(<a href="mailto:gcolhoun@friends.tas.edu.au">gcolhoun@friends.tas.edu.au</a>)</em></td>
<td>Peter Mason <em>(<a href="mailto:pmason@friends.tas.edu.au">pmason@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Lindsey Dobson <em>(<a href="mailto:ldobson@friends.tas.edu.au">ldobson@friends.tas.edu.au</a>)</em></td>
<td>Kate Newton <em>(<a href="mailto:knewton@friends.tas.edu.au">knewton@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Mark Febey <em>(<a href="mailto:mfebey@friends.tas.edu.au">mfebey@friends.tas.edu.au</a>)</em></td>
<td>Sally Potter <em>(<a href="mailto:spotter@friends.tas.edu.au">spotter@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Wendy Fiddaman <em>(<a href="mailto:wfiddaman@friends.tas.edu.au">wfiddaman@friends.tas.edu.au</a>)</em></td>
<td>Tim Salisbury <em>(<a href="mailto:tsalisbury@friends.tas.edu.au">tsalisbury@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Whendiey Gearside <em>(<a href="mailto:wgearside@friends.tas.edu.au">wgearside@friends.tas.edu.au</a>)</em></td>
<td>Mary-Louise Seddon <em>(<a href="mailto:mseddon@friends.tas.edu.au">mseddon@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Adele Harding <em>(<a href="mailto:aharding@friends.tas.edu.au">aharding@friends.tas.edu.au</a>)</em></td>
<td>Debbie Taylor <em>(<a href="mailto:dtaylor@friends.tas.edu.au">dtaylor@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Janet Henderson <em>(<a href="mailto:jhenderson@friends.tas.edu.au">jhenderson@friends.tas.edu.au</a>)</em></td>
<td>Denise Wadsley <em>(<a href="mailto:dwadsley@friends.tas.edu.au">dwadsley@friends.tas.edu.au</a>)</em></td>
</tr>
<tr>
<td>Philippa Herron <em>(<a href="mailto:pherron@friends.tas.edu.au">pherron@friends.tas.edu.au</a>)</em></td>
<td></td>
</tr>
</tbody>
</table>

¹ The Principal’s Office is located on the Commercial Road campus.

² Assists the Principal with staff matters and day-to-day administration of the School. Acting Principal in the absence of the Principal.

² Assists the Principal with staff matters and day-to-day administration of the School. Acting Principal in the absence of the Principal.
### Specialists

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Sally Potter (<a href="mailto:spotter@friends.tas.edu.au">spotter@friends.tas.edu.au</a>)</td>
</tr>
<tr>
<td>Japanese</td>
<td>Akari Koyama (<a href="mailto:akoyama@friends.tas.edu.au">akoyama@friends.tas.edu.au</a>)</td>
</tr>
<tr>
<td>Music</td>
<td>Kerry Bennett (<a href="mailto:kbennett@friends.tas.edu.au">kbennett@friends.tas.edu.au</a>), Suzi Gillespie (<a href="mailto:sgillespie@friends.tas.edu.au">sgillespie@friends.tas.edu.au</a>)</td>
</tr>
<tr>
<td>PE</td>
<td>Lisa Di Venuto (<a href="mailto:ldivenuto@friends.tas.edu.au">ldivenuto@friends.tas.edu.au</a>), Lynn Cuthbertson (<a href="mailto:lcuthbertson@friends.tas.edu.au">lcuthbertson@friends.tas.edu.au</a>)</td>
</tr>
<tr>
<td>Teacher Librarians</td>
<td>Sharon Molnar (<a href="mailto:smolnar@friends.tas.edu.au">smolnar@friends.tas.edu.au</a>) Catherine Duffett (<a href="mailto:cduffett@friends.tas.edu.au">cduffett@friends.tas.edu.au</a>)</td>
</tr>
</tbody>
</table>

### Support Personnel

<table>
<thead>
<tr>
<th>Office Administration</th>
<th>Lucy Loney, Michele Wilson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Assistants</td>
<td>Cathy Amos, Kate Connellan, Julie King, Jennifer Parsons, Jess Pilkington, Lyn Weeding, Kate Guinan, Kathy Hall, Jo Hansen, Deb Velseboer</td>
</tr>
<tr>
<td>Learning Support Teachers</td>
<td>Jenny Wood, Lis Buchanan</td>
</tr>
<tr>
<td>Library Technician</td>
<td>Margaret Jennings</td>
</tr>
<tr>
<td>Computer Technician</td>
<td>Aiden Hibberd</td>
</tr>
<tr>
<td>Grounds/Maintenance</td>
<td>Dean Mayne, Daniel Sherrin</td>
</tr>
</tbody>
</table>

### Curriculum

The curriculum framework in Morris is the International Baccalaureate Programme (IB PYP), which began implementation at Morris – Friends’ Primary Years in 2001. The PYP is the curriculum framework for all children from Kinder to Year 6. It focuses on the development of the whole child, offering a framework to meet the academic, cultural, physical, social, emotional and spiritual development of each person. The Australian Curriculum (ACARA) is covered within this framework.

At the heart of the PYP is a belief in process-oriented guided inquiry where students’ questions are valued. Skills are taught in the context of finding answers to those questions. The PYP is based on best practice understandings about education including constructivism (building from the known), student-centred learning, catering for different learning styles, strengths and needs, and providing ongoing assessment and feedback for students. These are enriched by a focus on intercultural understanding.

In practical terms, teachers and students are guided by a series of basic questions as they design units for exploration and study: **Who are we? Where are we in place and time? How do we express ourselves? How does the world work? How do we organise ourselves? How do we share the planet?** This approach is intended to elicit ideas of global significance that affect all people, an approach that will help students see their place in the wider world. The IB PYP values and practices clearly sit well within the broader ethos of The Friends’ School. To find out more about the IB PYP framework please follow the links on the Morris website. For information specific to the Morris Curriculum all families will receive a copy of *Morris Curriculum*.

### Homework at Morris

As a general rule, other than for reading, teachers at Morris do not set regular homework. Instead, from time to time, individual spelling words or number facts may be sent home for practice for automaticity. In addition, students may be asked to undertake work connected with their inquiry.
This allows parents to be authentically involved in their child’s learning and reinforces the importance of the partnership between home and school.

**Co-curricular**

Morris offers a rich and varied co-curricular program in support of the School’s Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests, to enhance the PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of each individual. Opportunities for involvement in sporting, music, service, enrichment and extension activities are provided.
School Locations

The School covers six sites:

- 395 Argyle Street, North Hobart
- 23 Commercial Road, North Hobart
- Bell Street/Queens Walk, New Town
- Lallaby Road, New Town Bay
- Spring Beach (near Orford)
- Far South Wilderness Camp.

The Argyle Street Campus

Morris – Friends’ Primary Years

Morris – Friends’ Primary Years is made up of Kindergarten, housed in Swarthmore, Prep – Year 2 classes, located in the Wells building, and the Years 3 – 6 classes in the Walpole building. There are specialist art and music classrooms, a library, a student support centre and various other teaching and office areas.

Morris has approximately 450 students enrolled in 18 classes; two of each from Kindergarten – Year 4 and three of each for Years 5 – 6.

The Morris Office is located in the Gatehouse and is open between 8.00am and 4.00pm, during term time.

Clemes

Years 11 and 12 occupy Clemes, Palfreyman and Meredith buildings. There are approximately 340 students enrolled in Clemes.

Friends’ Early Years

Friends’ Early Years operates from 7.30am to 6.00pm on school days and provides a pre-kindergarten educational program, before and after school care, long day care and vacation care.

The Farrall Centre

This purpose-built assembly hall was constructed in 2010 and allows up to 800 people to gather for a range of activities.

Quaker Meeting House

The Hobart Meeting House of the Religious Society of Friends (Quakers) is on the Boa Vista Road site.

Walker House

Student accommodation is provided for boarders in Walker House with vehicular entry from Lewis Street.
THE COMMERCIAL ROAD CAMPUS

The Commercial Road site is linked to the Argyle Street site by a short walk (five minutes) across the overpass from Wilson and Carr Streets. Commercial Road is used for access to the main Administration Office for the whole School.

High School

The High School caters for students in Years 7 to 10 and occupies most of this site, although some Year 11 to 12 classes such as Design in Wood, Art and Music are conducted there as well. The High School has approximately 560 students enrolled. The High School has four Co-Heads (Joe Cairns, Paul Goodluck, Louise Giudici and Susan Williams) who are also Heads of House (Mather, Hodgkin, Ransome and Unwin respectively).

Friends Health & Fitness

This complex, which opened in 1998, contains an indoor heated swimming pool, spa, steam-room, gym, tennis courts, juice bar and physiotherapist’s rooms. The School uses the centre for Physical Education classes and for co-curricular activities. Membership of Friends Health & Fitness is available to school families at very attractive rates.

Robey House

The building on the corner of Wilson and Elizabeth Streets houses The Friends’ School Shop.

OTHER SCHOOL SITES

Sports Facilities

Extensive sports grounds for the whole School are situated about 2km north of the School between Bell Street and Queens Walk, New Town. Friends’ School Boat Club is situated in Lallaby Road on New Town Bay.

Far South Wilderness Camp

In 2007 the School purchased this wilderness camp and it is used for environmental education.

Orford

The School owns approximately 19 hectares of bushland at Orford.
THE SCHOOL DAY

School Hours

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>8.45am – 3.00pm</td>
</tr>
<tr>
<td>Prep – Year 6</td>
<td>8.45am – 3.15pm</td>
</tr>
</tbody>
</table>

Structure of the Day

**Session One**

- Classroom programs: 8.45am – 10.50am
- Morning Break
- Supervised eating: 10.50am – 11.00am
- Play: 11.00am – 11.40am

**Session Two**

- Classroom programs: 11.40am – 1.40pm
- Afternoon break
- Supervised eating: 1.40pm – 1.50pm
- Play: 1.50pm – 2.10pm

**Session 3**

- Classroom programs: 2.10pm – 3.15pm (3.00pm Kindergarten)

Contacting the Morris Office

The direct phone line for the Morris office is 6210 2228. Emails can be addressed to morrisadmin@friends.tas.edu.au.

Absences

When children are absent from school for any reason, parents are requested to contact the Morris office before 9.00am. The office will advise the class teachers. Unexplained absences are followed up by a phone call to ensure the safety of children. If children are to be away for an extended period of time, parents are asked to formally write to the Head of Morris, Mary-Margaret Gibson.

Late Arrivals

Children who arrive at school after the beginning of class (8.45am) will need to sign in at the office to ensure the attendance record, which would have been electronically marked in the classroom, is amended.

Leaving the School Grounds

All children leaving during the school day will need permission in writing from a parent and will need to be signed out at the Morris Office. If someone other than the child’s parent is to collect them, please include this information in the note.
On occasions where children are returning to school after leaving the grounds, please ensure that they are signed back in at the Morris Office before returning to their class.

Visitors to the School/Parent Help

All visitors to Morris and parent helpers are asked to register at the Morris office. The Tasmanian State Government has introduced mandatory Working with Children Registration (WWCR) for everyone over the age of 16 who wishes to work or volunteer with children.

People who are not required to have WWCR include parents and community members who volunteer on a one-off or occasional basis, such as running a stall at the fair or a parent who steps in to coach a team when the regular coach is away.

A rule of thumb to help you decide whether or not you require the WWCR registration is – if you are engaged in a regulated activity for less than three days in any four-week period, and seven days in any calendar year, then you do not require the registration. There does however have to be a teacher or another person with a Working with Children Registration present. In the school situation this will cover such activities as a parent accompanying the occasional class excursion.

Supervision Before School

The School provides supervision for students in the bark chip area outside Walpole, from 8.30am until 8.45am. Before School Care can be arranged for students at school before 8.30am. Please refer to our Outside School Hours Care section below.

Supervision After School

Given the location of Morris and the amount of traffic in all adjacent streets, we ask parents of children from Prep to Year 4 to help us keep their children safe by picking them up from the bark chip area or the drive-through zone. These are the only areas supervised by staff after school until 3.35pm. Year 5 and 6 children may make other arrangements, as we understand their need to be more independent. These arrangements need to be known by the Morris Office and class teacher.

Children catching buses wait with the duty teacher in the bark chip area and are dismissed to walk to the bus stop at 3.30pm. This ensures that they do not have to wait on busy roads. We recognise that some older children leave school independently to either walk home, meet up with siblings at the High School or walk to parents’ work places. A form will be distributed to all families at the beginning of the School year asking for each child’s usual after school arrangements. This will be kept in the Morris Office for easy reference.

Children going to After School Care go directly to the Frank Wells Hall. Kindergarten students going to After School Care are collected from the Kindergarten.

Outside School Hours Care

Friends’ Early Years runs Before and After School Care and Holiday Care programs in the Frank Wells Hall at Morris. A number of places are available for children from Kindergarten to Year 6. Hours of operation are 7.30am – 8.30am and from 3.00pm – 6.00pm. For information and bookings contact Friends’ Early Years on 6210 2276. Accounts are calculated on an hourly basis and issued fortnightly. Temporary bookings may be filled if numbers allow, by telephoning 6210 2276.

Medical Care

The School uses CareMonkey to manage medical information and permission forms. CareMonkey is a parent-controlled electronic medical form for schools, clubs and groups with a duty of care. It provides parents with the opportunity to update medical information promptly and accurately while providing the School with instant access to the emergency information provided by you.
Canteen

Morris uses the FlexiSchools system, an on-line ordering system operating in over 200 schools throughout Australia. It is a simple on-line ordering system allowing you to order each day or, if you choose, for up to the whole week.

Families register themselves on the FlexiSchools website. The registration process only takes a few minutes and parents can begin placing orders immediately.

To begin the registration process, go to https://www.flexischools.com.au. You will be asked for an email address and soon after full instructions will be sent to that email address to guide you through the short registration process.

The website contains the menus for the Argyle Street Campus Canteen and your on-line order is sent to the Canteen staff each morning for preparation and collection at lunch time. Orders can be placed on-line any time up to 9.30am on the day required.

If there are any problems, the FlexiSchools customer service team is always ready to help. Email help@flexischools.com.au or phone 1300 361 769, 6.30am to 5.00pm, Monday to Friday.

Payment can be made using a Visa or Mastercard, EFT or Visa PayClick. Flexischools uses Westpac Quickstream for secure on-line transactions.

Nut Allergy Safe Practices

Due to the frequency and severity of nut allergies amongst children, Morris seeks to be a nut free zone. As such, we ask parents to avoid packing any nut-based product in their child’s lunch box. Food items, which state they ‘may contain elements of nut’, are acceptable. We believe that the health and wellbeing of all the children who attend our School is of paramount importance. A copy of the Nut Allergy Guidelines is available in the Morris Office.

Excursions

Each class undertakes excursions throughout the year. Information about excursions is communicated in What’s On and by class emails. For excursions outside the Hobart area, outside normal school hours or overnight, a specific permission form is emailed through CareMonkey.

Gatherings

Children participate in a variety of Gatherings and Assemblies throughout the year. Gathering times vary each year in response to timetables. Morris Assembly takes place fortnightly from the first week of each term. These are held in The Farrall Centre at 9.00am on Tuesdays. Wells Assembly is a 9.00am event on the alternate Tuesdays, while Walpole Assembly is a 2.15pm event held fortnightly on Mondays. Parents are warmly invited to attend. Regular Gatherings are held in the Quaker Meeting House for Kindergarten – Year 6. They focus on Quaker values, queries and reflection through silence.

Lost Property

Lost property is kept in a trolley outside the Frank Wells Hall or in the Morris Office. Unclaimed items will be stored for one term. After that time they will be disposed of to a suitable charity. All clothing, books and other equipment brought to School must be clearly and indelibly marked with the owner’s name. Please refer any queries to the Morris Office.
Co-curricular Sport Training

Students from Year 2 to Year 6 have the opportunity to participate in Co-curricular Sport. Training takes place on Tuesday from 3.15pm – 4.00pm for Year 5/6. Children leave school at 3.00pm and walk to Bell Street with teachers. On Thursday from 3.15pm – 4.00pm training takes place for Year 3/4 students, who also walk to Bell Street with teachers, leaving at 3.00pm.

Games are scheduled to be played at different times and rosters are distributed to each team. Children in teams from Year 2 play games on Saturdays, and parents and coaches can elect to negotiate training times to suit.

Class Contact Lists

Each calendar year the School seeks to appoint a class representative and some helpers for every Morris class. Parents are invited to volunteer their time with a view to assisting in the growth of our School community. A class representative’s role is to help other families in the class get to know each other.

Some suggested activities for class representatives to coordinate include:

- morning teas
- BBQ or picnic
- class dinner
- drinks night at a parent’s home
- functions using either a parent’s home or the School amenities
- welcoming new parents into our School community.

To obtain a current listing of class representatives and their contact details please contact the Morris Office for details (telephone 6210 2228).

Publications

<table>
<thead>
<tr>
<th>Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Year Group Newsletters</em></td>
<td>Are produced by teachers to provide information and news from specific year groups.</td>
</tr>
<tr>
<td><em>Morris Family Newsletter</em></td>
<td>Regular newsletters are sent by the Head of Morris to celebrate happenings and events from Kinder to Year 6.</td>
</tr>
<tr>
<td><em>What’s On</em></td>
<td>Contains organisational information for the coming week and details of future events. It is distributed electronically every Friday and is also available from the front page of the website: <a href="http://www.friends.tas.edu.au">www.friends.tas.edu.au</a></td>
</tr>
<tr>
<td><em>Focus</em></td>
<td>A student-produced newspaper, containing reports of events and happenings at the School, Kindergarten to Year 12. It is distributed to the whole School community, three times a year.</td>
</tr>
<tr>
<td><em>Echoes</em></td>
<td>The annual School magazine, issued at the end of each year.</td>
</tr>
</tbody>
</table>
Morris Friends’ Primary Years Website

A secure and safe website is produced in collaboration with the staff and students to highlight some of the learning that occurs at Morris. This website also houses a copy of the classroom and school newsletters. A link is distributed to families at the start of the school year.

Email

Please ensure that your email address is up to date. Email is used to communicate effectively with parents about current events and important changes in the School schedule.

Opportunities for Parent Involvement in Morris

*Friends’ School welcomes parent involvement in a variety of ways:*

- Work as parent help in Morris.
- Come along to the Morris parent information sessions which are held each term.
- Be involved with sport. Work as a coach or team manager. Talk to Lisa Di Venuto.
- Offer to help in the library.
- Come to Assemblies.
- Read *What’s On* to keep up with the latest activities.
- Offer to be a class representative. Requests for this occur early each year and a meeting held in Term 1.
- Share your expertise with a class or year group. We regularly invite parents as guests to share knowledge in areas covered in our Program of Inquiry.
- Attend the Quaker meeting for worship on Thursday morning 7.45am – 8.20am in the Meeting House, Boa Vista Road.
POLICIES AND GUIDELINES

SUPPORTIVE SCHOOL ENVIRONMENT

The establishment of a supportive school environment, in which students, parents and teachers are positive about themselves and each other, is fundamental to the quality of teaching and learning. At the core of the supportive school environment are relationships between students, families and teachers.

These relationships are dependent upon some basic values and beliefs:

- the worth of each individual and his or her capacity to contribute to our School is recognised and valued
- every member of our School community should contribute to the wellbeing of all other members
- students should develop responsibility for their own actions
- the rights of others to learn should be respected by all.

Where a student behaves in a way that goes against the principles stated above, action will be taken within the guidelines stated below.

Within our explicitly taught curriculum there is a cumulative program from Kindergarten to Year 6 that aims to develop risk taking, build resilience, prevent bullying and prepare children to deal appropriately with others, develop ethical decision making and leadership skills.

Supporting student’s behaviour is part of the supportive school environment. We aim to assist children to take responsibility for their own behaviour and to learn from their mistakes. We take a restorative problem solving approach based on the needs of all involved. Parents are usually involved in the process and play a powerful role in working with the school to change behaviours and address concerns.

SAFETY AT SCHOOL

In the Staff Code of Conduct document under ‘Duty of Care’ it is stated that:

Teachers have a duty of care to students, that is, as “in loco parentis”, teachers are required to take reasonable steps to protect children in their care against risk of injury which is reasonably foreseeable.

As well as our legal requirements, we know that students learn best when they feel safe. This knowledge informs all our practices at Morris and many strategies are in place to establish a secure environment for children. Children are supervised both inside and outside the classroom from 8.30am until 3.30pm. This includes supervision in classrooms at all times and during break times in designated playground areas. Outside, teachers wear high visibility vests to be identified quickly by students.

Behaviour agreements are set by classroom teachers at the beginning of the year and there is an expectation that all children will follow these. Morris places a high value on respecting others including respectful physical and verbal communication between all members of the Morris community. Students who breach this are supported to take responsibility for their actions and learn from their mistakes. The flow chart below describes the way inappropriate behaviour at Morris is
addressed. Restorative practices and various techniques to build social and emotional skills, resilience and empathy are employed. This is supported in classrooms by the explicit teaching of skills from the Morris Social and Emotional Learning Scope and Sequence.

From time to time, a student will present with specific and severe behavioural difficulties that require the development of an individual behaviour plan. These are developed with the child’s parents and appropriate professionals. Supporting the safety of other children at these times is part of the process and additional supervision may be put in place.

**SPORT POLICY**

The Friends’ School provides girls and boys with opportunities to participate in a variety of social and competitive sports from Year 2 to Year 12 in accordance with the Purpose and Concerns of the School.

**We believe that sport assists students in the development of:**

- physical fitness and a healthy lifestyle
- an understanding and appreciation of game skills and strategies
- self-esteem and a desire for personal excellence
- lifelong social and recreational skills
- values such as honesty and integrity, justice, commitment and responsibility.

**We encourage students to:**

- enjoy participating in sport at the level of their social and physical ability
- be competitive, cooperative and sporting in their endeavours
- aim for personal and team excellence
- take pride in representing the School in sporting events.
While participation in sport is voluntary at The Friends’ School, we expect a high level of commitment from students in their chosen sports. We encourage parents to support the School’s policy and guidelines for the conduct of sport and to assist with School sport.

Registration

Students are required to register for sports prior to team entries into competitions being made. Students are expected to limit their participation to no more than two sports at one time to prevent problems with over-commitment and fair access to resources.

Student choices are made on the co-curricular form sent to Morris parents. Students who register for a particular sport will receive an information letter and commitment form. The form must be signed by both parent and student and returned to School by the specified date.

Selection and Commitment

The School aims to provide opportunities for all students who wish to play in a team to do so at the appropriate level. A strong emphasis of the sports program is to provide all students with opportunities for skill development, with modified rules played where appropriate. The principles of fair play and teamwork are taught and encouraged. By emphasising and promoting these principles, the aim is to ensure that they are learnt at an early age and carried throughout the student’s schooling.

From Years 2 – 6, teamwork and skill development is emphasised. Participation in sport is encouraged for all children at this level to enhance their health and wellbeing. The Head of Primary Sport (Lisa Di Venuto) is responsible for placing children in teams.

Team selection procedures vary from sport to sport. Where two or more Friends’ teams are to meet each other within the division/competition then teams of equal ability are created where possible. Where teams do not need to compete against each other, the teams are entered into the appropriate division based on experience and skill level. The co-curricular program will allow coaches to tailor the training sessions accordingly.

The School has a strong commitment to team sport. We expect the students to share that commitment. If a student makes a commitment to a team sport, it is expected that the commitment will last for that roster unless exceptional circumstances exist.

**DISCRIMINATION AND HARASSMENT POLICY**

The Friends’ School is strongly committed to being a safe, supportive environment that respects the rights of the individual, and acknowledges each person’s responsibility to the rest of the School community. This is a reflection of our Purpose and Concerns, which states that the School values ‘the need to establish peace and justice’. Harassment, discrimination and victimisation threatens the safety, peace and justice of our School environment and will not be tolerated.

What is harassment?

Harassment is bullying.

- it is an act of aggression causing embarrassment, pain or discomfort to another
- it can take a number of forms: physical, verbal, written, gesture, extortion and exclusion
- it can be planned and organised
- individuals or groups may be involved
- it is unwanted, unwelcome, unsolicited and usually persistent
- it is an abuse of power.
What is direct discrimination?

It is the unfair treatment of someone because of factors such as age, disability, gender, sexuality, race or religion or association with others.

What is indirect discrimination?

It is the use of rules and requirements which unfairly exclude certain people or groups.

Some examples of harassment include:

- any form of physical intimidation such as fighting, pushing, shoving, gestures and invasion of personal space
- verbal abuse such as name calling, offensive language, putting people down or belittling their achievements, spreading rumours, making degrading remarks about another’s race, gender, religion or characteristics
- visual materials such as offensive notes or e-mail, text messages, graffiti or damage to the possessions of others
- victimisation of others by stand over tactics, picking on others, hurtfully excluding others, sexually oriented comments and other forms of sexual abuse, ridiculing someone’s body shape, or appearance.

There are many ways in which someone can be harassed and often these overlap.

Who may be involved?

- students harassing other students/staff/parents
- staff harassing students/other staff/parents
- parents harassing students/staff/other parents.

If you are harassed, you can get help. You could:

- tell the person/s that you don’t like it and that you want them to stop it and leave you alone and/or
- talk it over with friends, colleagues or a parent or
- talk to a teacher.

You may decide to follow one or more of these avenues. It is your choice.

What will happen if I tell someone?

Someone WILL listen to you, and if you wish, will help you consider the options available to you.

What are your rights in such a situation?

Both victims and their alleged harassers have rights that the School is obliged to observe and protect.

Persons alleging harassment have a right to:

- be taken seriously
- be helped to feel safe. This may be assisted by the presence of a support person when discussing the unwanted behaviour.
- have their privacy and confidentiality observed
- have the policies and procedures in circumstances of harassment explained to them
- be kept informed of the investigation’s progress
- be included in any resolutions arising out of an investigation of the complaint.
Persons accused of harassing have the right to:

- be informed of the complaint made against them
- have the policies and procedures in circumstances of harassment explained to them
- make a response
- be supported and advised by persons of their choice prior to responding and during the course of an investigation
- have their privacy protected and confidentiality observed
- be treated fairly and without bias.

What are the responsibilities of those who observe any harassing behaviour?

- refuse to participate in the behaviour
- don’t support a ‘code of silence’
- report the incident.

**Computer Ethics**

The Friends’ School has extensive computer technology facilities and all users are asked to work with these in accordance with the School’s ethos and Purpose and Concerns. To support our belief in the ethical use of computing devices, the School has established a set of common conditions that apply to all users of our facilities.

Each user from Years K – 12 is required to sign an agreement accepting these conditions and also the consequences of breaching the agreement. The agreement for children from Kinder – Year 4 is very simple, relating mainly to safe use of equipment and respect for other people’s work. Students will renew their agreement every year. The Digital Citizenship Guide is used to support this. It can be found at https://www.friends.tas.edu.au/wellbeing-with-technology.

We ask parents for support in promoting our expectations and ethos in the use of computing devices at home. We ask parents to carefully consider the nature of the software that children use, particularly any violent or inappropriate games. Our program at school focuses on the use of computing devices for research, constructive and creative purposes, and communication.

As members of the School community, it is expected that students respect and care for their computing devices. The School expects students to accept the consequences of their actions, including paying for any damage to property caused by their negligence.

While the School carries insurance coverage for loss or damage to computing devices, our policies carry significant claim excesses and do not provide cover for wilful damage or neglect.

School computing devices cannot be taken outside Tasmania without the written consent of the School. Families are responsible for all damage or loss of School computing devices outside Tasmania. Consent requests should be made to the Director of ICT.

The School has a flat rate excess charge of $300 per repair for all non-warranty repair jobs. This excess will apply regardless of fault as it is the School’s expectation that students will take full and proper care of their computing devices at all times.

In order to minimise delays in providing students with replacement power packs in the case of non-warranty loss or permanent damage, power pack stocks are held in the Friends’ School Shop for purchase by students. In the case of faulty power packs, students should seek advice from the relevant Help Desk to determine the possibility of repair or a warranty claim before purchasing a new unit. This arrangement is in lieu of the excess charge (as above) with respect to power packs.
In addition to the above, the School will continue with the current practice of requiring families to bear full uninsured costs in the event of loss or damage caused through wilful damage. Details of these arrangements will be discussed with parents on a case-by-case basis should the need arise.

Parents will be advised by letter from the Accounts Office when the excess is to be charged.

Payment options will be outlined in keeping with the School’s usual procedures.

Consequences for breaches of computer ethics, ranging from warnings to withdrawal of the right to use the computing device, will occur if children deliberately misuse them.

The guidelines will be regularly reviewed by the ICT Group in consultation with the School community to make sure they express the School’s ethical position in relation to our rapidly changing technology.

The user understands that the:

- School’s Purpose and Concerns must be respected in relation to the use of the School’s computer facilities
- School’s facilities are for educational purposes
- School has ownership of all equipment and may withdraw access to, and use of the facilities at any time.

In particular, the user will:

- actively care for the School’s computer equipment and facilities
- not change the set-up of hardware or the configuration of software in any way without permission from a member of the technical support staff
- respect copyright laws
- respect the privacy of another’s work
- respect the rights of others to fair access and use of facilities
- protect the security of the School’s facilities and networks
- safeguard themselves in using the School’s computing devices
- use the School’s computer resources economically
- try to prevent any breaches of these conditions by others.

The Friends’ School on the Internet

The Friends’ School web site (http://www.friends.tas.edu.au) presents general background and prospectus information to a worldwide audience as well as information for students and their families. The site continues to evolve and its content and structure changes over time.

The following guidelines are provided to help staff, students and other members of the School community who want to publish or communicate on behalf of the School via the internet.

- Staff and students wanting to publish Friends’ School events or activities on the internet should first discuss their ideas with the Director of ICT.
- Staff and students wanting to publish material on the internet that refers to The Friends’ School and is available to the general public are asked to discuss this content with the Director of Community Engagement.
**PERSONAL MOBILE DEVICES**

**Policy**

The Friends’ School encourages and supports the use of new and evolving technologies to enhance teaching and learning. We also recognize the place of personal mobile devices in the lives of our students and encourage them to use these in an appropriate way within the School environment and in accordance with the School’s ethos.

Students who use personal mobile devices inappropriately will face consequences that may include confiscation or banning of the item from future use at School.

**Guidelines for Mobile Phones – Morris**

Many students own mobile phones and may have a legitimate reason to have the phone at school. However, we require them to be turned off and in their bags until the end of the school day. Mobile phones may only be used under direct supervision from a teacher unless it is at the end of the school day when children have left their class area. These guidelines include the use of a mobile phone in any capacity including text messaging, taking and sharing of photographs or music, gaming, or for sending emails or accessing the internet. Students need to be aware that if they are using phones at school, teachers have the right to check for inappropriate use.

Students who use their mobile phones in school hours without permission or inappropriately will have them confiscated and held at the Morris Office for retrieval by parents.

The School will not accept responsibility for the misuse, loss or theft of mobile phones.

**MEDICATION GUIDELINES**

A full copy of guidelines written to promote the health and safety of The Friends’ School community is available from the Office. The guidelines were developed to establish and clarify The Friends’ School community’s expectations regarding:

- medication
- legal drugs such as alcohol and tobacco
- illegal substances.

Those most pertinent to primary students are reproduced below.

To ensure the safety and wellbeing of our students, parents/guardians are required to provide the School with all relevant, current medical information for each child enrolled and to update this information as the need arises. Students are not permitted to carry their own medications, with specific exceptions such as Ventolin.

**Analgesics**

Analgesics (e.g. paracetamol) may be taken in situations where a student has fever, injury or where alternatives have been tried. Analgesics will be administered only when parental consent by a phone call has been obtained and if parents have given permission. Where analgesics supplied by the School are administered to students the date, time, batch number, parent called and dose will be recorded in the student’s file on the student database.

**Prescribed drugs and other medicine**

- Students requiring medication are encouraged to take the medication at home rather than at school, whenever possible.
- When students require medication for short-term illnesses, the Head of Morris must be notified in writing by the parents/guardian if the drug is to be used during school hours. This can be done through the Morris Office.
• Medication for short-term illnesses must be held and administered by staff members designated with this responsibility by the Head of Morris.

• Whenever medication is administered to students, the date, time, dosage and brand are recorded.

**Long-term management**

• Action plans for students with certain medical conditions requiring long-term use or emergency use of prescription drugs (such as Ventolin, Epipens, Insulin) must be developed and agreed upon by parents or guardians and their doctor. The action plan will include the conditions under which such medication will be administered (see the Morris Office to review the *Morris Procedural Guidelines for the Administration of Medication*).

• Intolerances, anaphylaxis and asthma are treated in a separate School document, which can also be viewed in the Morris Office.

**Sunsafe Policy**

**Policy**

At all times The Friends’ School is mindful of the need for students and staff to protect themselves from the damaging effects of over exposure to the sun. We aim to ensure that students and staff are well-informed and that the School provides an environment with due regard to sunsafe practices.

**Guidelines**

Children are required to wear hats in Term 1 and Term 4. There is a ‘no hat, no play’ agreement. In the interests of child health, this is monitored closely by all teachers. The School provides sun block in each classroom.

**Safe and Fair Play Policy**

The School’s playground spaces, including grass and all weather areas on Clemes, High School, Morris and Bell Street campuses, are provided for safe, appropriate and equitable use by all students. We require students at all times to comply with rules and instructions given by staff that relate to safety and to fair play.

In the interest of safety, rough play is not allowed and climbing is permitted only on those structures and equipment provided for the specific purpose of student recreation. Students are not permitted to climb on trees or school infrastructure such as buildings and fences, and are to remain within designated areas during free play.

**Uniform**

**Expectations**

At The Friends’ School we believe that the wearing of the school uniform by students is a fundamental part of their and their parents’ commitment to the School Community. Wearing the School uniform is a visible way of establishing a student’s identity as part of The Friends’ School community.

It is expected that students’ general appearance and the manner in which they wear the uniform, both at School and in public, will be of a high standard. We expect students’ appearance to be neat and tidy at all times and consistent with School requirement.
Seasonal uniform changeover is not required. Students may choose to wear the options of uniform in which they feel comfortably suited. Mixtures of seasonal options are not allowed, nor should there be any mix of formal and sports uniform.

Students at Morris must wear the school bucket hat whilst outside at break time during Terms 1 and 4 and for excursions and other outdoor activities where indicated.

Kindergarten to Year 4 students are to wear black sneakers.

Year 5 and 6 students are to wear black leather school shoes (girls may choose a Mary Jane style) with their formal uniform and good quality, supportive sports shoes with their sports uniform.

The Navy soft shell jacket is available for all students K – 12 and is the only compulsory jacket at Morris. It is worn with both formal and sports uniforms.

Students with hair of length past the collar are asked to tie it back. The Friends’ School Shop stocks acceptable hair accessories. Students are expected to wear their hair in a style and colour that is acceptable to the Head of Morris.

Scarves, gloves and beanies may be worn to and from school. They should be plain red or navy and are available at the School Shop.

Students may wear a watch, a ring and plain studs/sleepers. No other jewellery or nail polish is permitted.

In Years 5 and 6 formal uniform is to be worn everyday, except for PE days and other special days as notified.

### Kindergarten to Year 4

<table>
<thead>
<tr>
<th>Compulsory Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Top Short Sleeve</td>
</tr>
<tr>
<td>Trackpants, navy, fleece, red stripe</td>
</tr>
<tr>
<td>Shorts, cotton blend with piping</td>
</tr>
<tr>
<td>Socks navy or white anklet</td>
</tr>
<tr>
<td>Jacket, soft shell</td>
</tr>
<tr>
<td>Hat, bucket with piping (MUST be worn in Terms 1 &amp; 4)</td>
</tr>
<tr>
<td>Bag, Omnipack</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Top, long sleeve</td>
</tr>
<tr>
<td>Polar Fleece Vest</td>
</tr>
<tr>
<td>Rugby Top</td>
</tr>
<tr>
<td>Leggings, ¾ sport (girls)</td>
</tr>
<tr>
<td>Sports Brief, navy boyleg for wearing under dress or sports skirt</td>
</tr>
<tr>
<td>Dress, summer tartan</td>
</tr>
<tr>
<td>Tights, navy</td>
</tr>
<tr>
<td>Cardigan, softwear wool for wear over summer dress</td>
</tr>
<tr>
<td>Pullover, softwear wool for wear over summer dress</td>
</tr>
</tbody>
</table>
Year 5 and 6 Formal Uniform

<table>
<thead>
<tr>
<th>Compulsory Items – Boys and Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, Chiropack</td>
</tr>
<tr>
<td>Hat, bucket hat with piping (must be worn on Terms 1 and 4 Kinder – Year 6)</td>
</tr>
</tbody>
</table>

Boys Formal Uniform

There is no seasonal change over of uniform and boys may wear either the grey trousers or shorts and can choose between short or long sleeved shirts. However, students in Years 5–12 who are members of music ensembles are required to wear the grey trousers and a tie when performing with High School music ensembles.

<table>
<thead>
<tr>
<th>Compulsory Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket Softshell</td>
</tr>
<tr>
<td>Trousers junior elastic back or senior belted waist</td>
</tr>
<tr>
<td>Shorts junior elastic back or senior belted waist</td>
</tr>
<tr>
<td>Shirt short sleeve or long sleeve</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie (required when performing with High School music ensembles)</td>
</tr>
<tr>
<td>Polar Fleece Vest</td>
</tr>
</tbody>
</table>

Girls Formal Uniform

There is no seasonal change over of uniform and girls may wear either the summer dress or the winter skirt with the short or long sleeved blouse. However, students in Years 5–12 who are members of music ensembles are required to wear the skirt, blouse and tights for performances.

<table>
<thead>
<tr>
<th>Compulsory Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket Softshell</td>
</tr>
<tr>
<td>Dress Summer Tartan</td>
</tr>
<tr>
<td>Skirt Winter Tartan</td>
</tr>
<tr>
<td>Blouse short sleeve or long sleeve</td>
</tr>
<tr>
<td>Socks white or navy anklet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tights navy</td>
</tr>
<tr>
<td>Cardigan softwear wool</td>
</tr>
<tr>
<td>Pullover softwear wool</td>
</tr>
<tr>
<td>Polar Fleece Vest</td>
</tr>
<tr>
<td>Trousers grey formal (available only by pre-order for winter, times will be advertised in What’s On)</td>
</tr>
</tbody>
</table>

Year 5 and 6 Sports Uniform

<table>
<thead>
<tr>
<th>Compulsory Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo top, short sleeve</td>
</tr>
<tr>
<td>Trackpants, fleece with piping</td>
</tr>
</tbody>
</table>
Shorts, cotton blend with piping
Socks, white anklet

**Optional Items**

Polo top, long sleeve
Leggings, ¾ sport (girls)
Polar fleece vest
Rugby top

**Optional Accessories**

Bag, sports
Bag, library (K-Y6 – first one issued at School. Only purchase if replacement is required)
Beanie, polar fleece
Gloves, polar fleece
Scarf, polar fleece
Belt, black
Hair accessories in school colours and fabrics

**Co-curricular Sport Uniform**

Some co-curricular sports teams and representative squads require particular items beyond the standard sports uniform.

Please refer to the co-curricular handbook or individual sports notices for further information.

Athletics / Basketball Singlet
Basketball Shorts
Bathers boys
Bathers girls
Sport Brief boyleg style for under sports skirts and dresses
Sport Skirt
Socks hockey / soccer
Boots hockey / soccer (School Shop offers second hand for sale when available)
Sports Equipment Shin Pads / Hockey Sticks etc (School Shop offers second hand for sale when available)
The Friends’ School Shop

1 Wilson Street, North Hobart, 7000
Telephone: (03) 6231 9590
email: shop@friends.tas.edu.au

Manager: Cristie Potter

The School Shop sells new and used items of uniform other than school shoes. The Shop can advise on all School uniform requirements. Every student is different, and size and fit of garments do vary throughout the range. Therefore it is important for students to come in for a fitting. As a guide, a complete uniform fitting for a new student usually takes 30 to 60 minutes. Black school shoes are not sold in the Shop but recommended styles are available from other retailers in Hobart.

All prices are inclusive of GST and are subject to change without notice.

Payment methods

Payment can be made by cash, cheque, Mastercard, Visa or debit card accepted by Eftpos. Parents who are unable to shop in person may phone the shop and arrange payment by credit card. Alternatively, items may be selected by students and held in the Shop until payment is received. Once receipted, the order can be collected from the Shop, any School office or Friends’ Early Years. Please contact the School Shop for details.

Recycling your uniform

The Shop recycles used uniforms by holding them for resale on behalf of parents subject to the conditions listed below. The Shop also accepts donations of uniforms to the Parents and Friends Association.

Buying second-hand uniform

Parents are advised to select second-hand items carefully as there is no refund, exchange or return on any second-hand sales.

Selling second-hand uniform

Whenever possible, parents should lodge garments in person as they will need to complete and sign a deposit form. Standard second-hand uniform is priced by the Shop at half the new cost. Items not on the price list such as sports equipment, football/hockey boots, require pricing by the owner. Items may be lodged for resale at the Shop at any time the shop is open, but as your details and details of each garment are entered into the Shop’s computerised system and as this takes time, it is not possible to process garments for resale at times when the shop is busy.

Second-hand items are only accepted for resale at the discretion of the Shop management.

Conditions of acceptance of second-hand items for resale:

Uniform items, school bags and sporting equipment are accepted for re-sale at the discretion of The Friends’ School Shop management and subject to the following conditions:

• Goods will be held for resale on behalf of the owner for one (1) year. After that time, items will automatically become the property of the School to be sold or disposed of at the discretion of Shop management. Goods shall be current uniform items and in good order, that is: free from tears, patches, stains etc. or obvious wear. Shop management reserves the right to remove any item from sale and dispose of it should the garment type be superseded or removed from the uniform list.
• All items should be ready to wear by their next owner: nametapes removed, seams and hems sewn, buttons secure and any other detail attended to. Bags, boots and equipment shall be clean, clothing shall be freshly laundered and ironed or dry-cleaned. Blazers and winter skirts must be dry-cleaned with dry cleaning receipt/tags attached. Bathers, hats, sports briefs, sports leggings, zoot suits, rowing training tops, hair accessories, school shoes, sneakers and socks are not accepted for resale. Items are priced automatically as per the Uniform price list, at half the new cost (as at the date of lodgment). Non-standard items which are not available new from the Shop such as sports boots and equipment must be priced by you, the owner. Items not accepted for resale under the conditions above will be donated to the School or to a local charitable institution.

• Commission is charged at 25%; half is donated to the Parents and Friends’ Association. The other half is used to cover handling and processing costs. Sales are accumulated on a monthly basis. The proceeds of any sales (net of commission charges) will be sent to your nominated bank account shortly after the end of each calendar month. In the event that you have not provided bank account details, proceeds (net of commission charges) will be applied to your fees account as a credit. Please note that remittance advices will be issued for each transfer and should the proceeds have been applied against your fees account, this will be noted on the remittance advice.

**Usual Opening Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.00am – 12.00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8.00am – 12.00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12.00pm – 4.30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>2.00pm – 5.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.00am – 12.00pm</td>
</tr>
</tbody>
</table>
Last Week of Term 4, 2016 – Normal opening times up to Friday 9 December.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 12 December</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Tuesday 13 December</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Wednesday 14 December</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Thursday 15 December</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Friday 16 December</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Saturday 17 December</td>
<td>9.00am – 12.00pm</td>
</tr>
</tbody>
</table>

Back to School 2017 – late evening opening on Wednesday each week during this period.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 21 January</td>
<td>9.00am – 12.00pm</td>
</tr>
<tr>
<td>Monday 23 January</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Tuesday 24 January</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Wednesday 25 January</td>
<td>9.00am – 8.00pm</td>
</tr>
<tr>
<td>Thursday 26 January</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday 27 January</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday 30 January</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Tuesday 31 January</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Wednesday 1 February</td>
<td>9.00am – 8.00pm</td>
</tr>
<tr>
<td>Thursday 2 February</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Friday 3 February</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Saturday 4 February</td>
<td>9.00am – 12.00pm</td>
</tr>
</tbody>
</table>

Term 1 2017

Term commences on Monday 6 February and opening times will revert to the usual hours listed above.
GENERAL INFORMATION

PARENTS AND FRIENDS’ ASSOCIATION

Like most schools, The Friends’ School has a Parents and Friends’ Association. All parents are automatically members of the Association.

Meetings are held once each term. Although there is an Executive Committee, everyone is encouraged to attend, as the meetings are an excellent way to gain first hand information about the Association’s operations and activities. The Principal or his representative presents a report at each meeting, so that all who attend are kept fully informed about School developments as appropriate.

Apart from fundraising activities such as the Annual Fair, the Association also presents guest speakers from throughout the School and is active in organising other fundraising / networking events, where parents can come together to discuss their children’s education.

Money raised goes to fulfill a wide cross-section of needs, not just items of equipment, but also to support musical and cultural events.

The Annual General Meeting is held in August and the constitution requires a regular change of members of the Executive.

Please talk to the Committee if you would like to be involved or, better still, come along to the first meeting in 2017.

Committee Members

<table>
<thead>
<tr>
<th>Office</th>
<th>Office Bearer</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Maria Moraitis</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Anna Shannon</td>
</tr>
<tr>
<td>Secretary</td>
<td>Jane Gorman</td>
</tr>
<tr>
<td>Ex officio</td>
<td>Nelson File (Principal)</td>
</tr>
</tbody>
</table>

Archives

The Friends’ School Archives and History Collection is the repository for much of the cultural heritage and memorabilia of the School. This is a growing and developing collection of records. The Archivist also takes responsibility for collections such as the School Art Collection, the Rare Book Room and a Quaker book collection.

The Historical Collection is situated in the Holdsworth Room in the Hobartville building at Commercial Road.

Archivist Melinda Clarke welcomes visitors, gifts and offers of assistance from members of the wider School community.
**Term Dates for 2017**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 6 February – Friday 13 April</td>
</tr>
<tr>
<td>Easter Break</td>
<td>Friday 14 April – Tuesday 18 April inclusive</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 1 May – Friday 7 July</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 25 July – Friday 29 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 16 October – Thursday 14 December</td>
</tr>
</tbody>
</table>
The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information.

You can access the policy on our website (www.friends.tas.edu.au) or by contacting the School’s Privacy Officer on (03) 6210 2200.