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.
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## Purpose and Concerns

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Welcome to High School

We look forward to sharing this period of four years with you; a period of extraordinary personal and social development for your child. The adolescent years can be amongst the most challenging, as students transform from children into young adults. As teachers, tutors and Heads of School our aim is to work in partnership with parents to support students through this important time in their lives.

As a Quaker School our aim is for students to learn in the context of the values embodied in our Purpose and Concerns; the intrinsic worth of each individual, justice, peace and community, and in doing so to become life-long learners with a sense of responsibility and integrity.

There are more than 560 students on the High School campus. It is a large community but broken down into smaller units to ensure that students feel connected to their Year group and their House. Students are placed in a Tutor group of 16 – 18 boys and girls drawn from Years 7 – 10 and remain with that Tutor throughout their High School careers. The Tutor groups form the four Houses of the High School – Hodgkin, Mather, Ransome and Unwin.

Each Head of High School has responsibility for both their House and for a Year group who they remain with for the four years of their High School time. As a Year group we meet once a week for Gathering, in the spirit of a Quaker meeting, considering contemporary issues and matters of relevance to the Year group. Students grow to value this time both as an opportunity for silent reflection and as a forum to share ideas.

With a challenging, diverse curriculum, a supportive school environment and the encouragement to transform beliefs into action we aim to give our students an enriching and stimulating life in the High School.

The atmosphere of the School today still reflects the intention of the men and women whose founding vision for the school in 1887 was education for spiritual and intellectual growth. It is a place in which learning in all its forms is the core activity. The composition of the School Community, the physical surroundings, expert staff, rich teaching programs and the support of the parent body complement the values of the School and provide for your child this unique school experience.

Paul Goodluck, Hodgkin – Year 7

Lou Giudici, Ransome – Year 10

Joe Cairns, Mather – Year 9

Susan Williams, Unwin – Year 8
Central to Quakerism is the commitment to connect with the good in each person. To quote George Fox, the founder of Quakerism:

*Be patterns, be examples in all countries, places, islands, nations, wherever you come; that your carriage and life may preach among all sorts of people, and to them. Then you will come to walk cheerfully over the world, answering that of God in everyone.*

George Fox, 1624 – 1691

A common saying amongst Quakers, which also finds its place within the School’s curriculum, is ‘Let Your Life Speak’. Many Quakers find ways to meet this call to principled action through service to the wider community, social activism and ethical business practice. The stories of historical Quakers whose lives were an example of letting their lives speak are included in the School’s curriculum and in the naming of student house and teaching groups. A culture of service to others is strongly emphasised in the School, including the principle of student leadership as service.

Quakers look to their Testimonies of Simplicity, Peace, Integrity, Community, Equity and Earthcare to find values to live by. These values are the underlying principles that guide the processes, inform the relationships and are reflected in the decisions of the community. Together with the School’s Purpose and Concerns and the Attributes and Attitudes of the International Baccalaureate (IB) Curriculum, the Testimonies articulate values that the School identifies as worth upholding.

Quakers are open to wisdom from varied and sometimes unexpected sources, but the writings offered by Quakers over many years, such as in the book, ‘this we can say’, and the pamphlet ‘Advices and Queries’ are a valued source. An example of an advice is:

*Take heed, dear Friends, to the promptings of love and truth in your hearts.*

At The Friends’ School students regularly attend Gatherings modelled on the Quaker Meeting for Worship, but which include guidance on ways of developing a reflective stillness of mind. The Gatherings often have themes for consideration, based on sources such as the Quaker Testimonies, the School’s Purpose and Concerns, or topics introduced by staff and students. The School Gatherings sometimes lead to Queries written by students, and are published in the School’s weekly What’s On. A Year 8 student Query was:

*What actions do you take to make sure you live simply?*

These are examples of Quaker influence in The Friends’ School. Parents who would like to experience a Meeting for Worship may like to join other members of the School community on Thursday mornings from 7.45am – 8.20am at the Meeting House on Boa Vista Road during term time.
**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 Principal 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 times. 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 Principal 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 due to ill health, 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, a Health and Fitness Centre, and Robey and Walker House residential accommodations were established. Curricular developments included...
the introduction of Chinese 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 mid-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.

STRUCTURE AND ORGANISATION

School Divisions

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 the 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.

Faculties Years 7 – 12

All High School and Clemes teaching staff are members of one of eight Faculties. These correspond to the learning areas identified in National Statements and Profiles: The Arts, English, Health, Languages, Mathematics, Science, Humanities and Technology. Each Faculty has a Head who is responsible for the development and delivery of the program in their learning area.

Senior Personnel

<table>
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<tr>
<td>Principal(^1)</td>
<td>Nelson File</td>
</tr>
<tr>
<td>Personal Assistant to the Principal</td>
<td>Louise Bridge</td>
</tr>
<tr>
<td>Deputy Principal(^2)</td>
<td>Ina Johnson</td>
</tr>
<tr>
<td>Director of Teaching and Learning</td>
<td>Stephen Barratt</td>
</tr>
<tr>
<td>Head of Clemes</td>
<td>Tony Barrett</td>
</tr>
<tr>
<td>Co-Heads of High School</td>
<td>Joe Cairns, Paul Goodluck,</td>
</tr>
<tr>
<td></td>
<td>Lou Giudici, Susan Williams</td>
</tr>
<tr>
<td>Deputy Head – High School Curriculum(^3)</td>
<td>Lindy Gannon</td>
</tr>
<tr>
<td>Head of Morris</td>
<td>Mary-Margaret Gibson</td>
</tr>
</tbody>
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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.

3. Has responsibility for High School curriculum including the Year Group based Connections Programs and also has oversight of assessment and reporting.
# Heads of Faculty

<table>
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<th>Position</th>
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<td>Arts</td>
<td>Tammy Giblin</td>
</tr>
<tr>
<td>English</td>
<td>Sarah Walker</td>
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<tr>
<td>Health</td>
<td>Trish Menadue</td>
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<td>Humanities</td>
<td>Mark Allen</td>
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<td>Languages</td>
<td>Kim Rowlands</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Kathy Bunton</td>
</tr>
<tr>
<td>Science</td>
<td>Kate Baldry, Kristi Ellingsen</td>
</tr>
<tr>
<td>Technology</td>
<td>Jane Smith</td>
</tr>
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School Locations

The School covers six sites:

- 395 Argyle Street, North Hobart
- 23 Commercial Road, North Hobart
- Bell Street/Quesns 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 to Year 2 classes, located in the Wells building, and the Years 3 to Year 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.

Clemes

Years 11 – 12 occupy Clemes, Palfreyman and Meredith buildings. There are approximately 350 students enrolled in Clemes.

Friends’ Early Years

Friends’ Early Years operates from 7.30am – 6.00pm on school days and provides before and after school care, long day care, a pre-kindergarten educational program 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. Mathew Dixon is the Director of Residence.
**THE COMMERCIAL ROAD CAMPUS**

The Commercial Road site is linked to the Argyle Street site by a short walk (5 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 – 10 and occupies most of this site, although some Year 11 and 12 classes such as Design in Wood, Art and Music are conducted here as well. The High School has approximately 560 students enrolled. The High School has four Co-Heads (Paul Goodluck, Lou Giudici, Joe Cairns and Susan Williams) who are also Heads of House (Hodgkin, Ransome, Mather 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. The 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 uses it for environmental education and camps from Kindergarten to Year 12.

**Orford**

The School owns approximately 19 hectares of bushland at Orford.
Curriculum

Rationale and Structure

The Friends’ curriculum aims to engage the diverse interests of all students and prepare them for lifelong learning. The demands of societal and educational change challenge us to reassess and refine our curriculum on a continuous basis. As well as organising the learning program around eight well-defined learning areas, namely Arts, English, Health, Languages, Mathematics, Science, Humanities and Technology, we endeavour to offer a curriculum which promotes effective thinking, connections between disciplines and transdisciplinary approaches.

In Years 7 and 8 students take subjects from all eight learning areas and participate in a special Connections program. All students in Year 7 follow the same course of study. In Year 8 limited choice is introduced to complement the range of compulsory subjects taken from each of the eight learning areas. In Years 9 and 10 some subjects continue to be compulsory. English, Mathematics, Science and Health are taken by all students, while Humanities is taken up until Year 9. All other subjects are elective, with a wide range of options available across the learning areas. Courses are structured throughout Years 9 and 10 so that they can be studied in sufficient depth. This is also a key factor in preparing students for the requirements of pre-tertiary study in Years 11 – 12.

The Deputy Head of High School (Curriculum) and timetabling staff work closely with students, parents and teachers to provide advice on the opportunities that are available and to organise timetables that enable students to follow their chosen courses wherever possible. Individual special needs of students are taken into consideration when their study programs are being developed.

Further details of the curriculum are contained in the Year 7 – 8 Curriculum and Year 9 – 10 Curriculum handbooks.

Learning Support

Learning Support is provided for small groups of students who need consolidation in areas of learning that are presenting difficulty. The Learning Support teachers liaise with tutors and individual teachers to ensure the level and type of support for each student is appropriate.

Studying at Home

Students will complete most of their work at School, but it is appropriate for part of it to be done at home. Subject teachers will set various specific tasks, and students will also need to undertake private study: completion of inquiry projects, extended assignments, major essays, reading and research, revision for tests, and so on.

The amount of work will vary from week to week. In many instances work will be set on a regular (weekly) basis. This helps students to develop their study skills within a familiar structure. However, a flexible approach should be part of that structure: projects and other extended assignments will be part of the homework commitment. As part of the process students need to be able to work to deadlines for completion of tasks.

Students are expected to organise their own study program. Once the usual study requirements are settled at the start of the semester, students, in consultation with tutors and parents, need to organise their study programs taking into account other commitments and being aware that on occasion
additional study time will be required. All homework should be entered in the study diary (book form or electronic) together with the due dates.

Where there are specific problems – a sporting or family commitment in the evening for example – students are expected to organise their study to complete work on time. If this is not feasible, students should negotiate with teachers, wherever possible before the event, to complete work at a different time.

If work requirements are not met, we expect an explanation and a willingness to solve the problem. If work has been missed through absence, within sensible limits we would require that it be completed. It is the student’s responsibility to find out what needs to be done, although younger students may need teacher assistance. Teachers undertake to collect, annotate, assess and return work promptly.

Parents have a role to play in supervising the completion of homework since they are naturally in a position to tell whether a student is actually working at home. Together we must make it clear to students that part of their progress will involve independent study and that, in the end, their academic success is dependent upon well-developed work skills both at school and at home.

Computers

Every student has personal access to a laptop computer. Our goal is for computer technology to become an “invisible” tool for students – they will use it in all areas as the need and opportunity arise. Usage will range from the keeping of journals to investigations based on the power of the computer to process information quickly.

Reporting

Reporting in the High School takes two forms:

1. Progress Reports are issued at the end of Term 1 and Term 3. They offer an overview of the child’s academic progress and approach to study and subject teachers’ comments.

2. Subject Reports are completed at the end of Term 2 and Term 4. These give detailed information on academic progress through ratings and awards, as well as indicators of your child’s approach to study. The report also includes an overview from the Tutor and a comment from the Head of House.
**Pastoral Care**

Pastoral care of students is an essential part of High School life. All teachers are conscious of the need to support the students that they teach and to convey information about their progress and wellbeing to their tutors and Heads of House.

**Tutor/House System**

The High School has four Houses: Hodgkin, Mather, Ransome and Unwin. Each House is divided into eight Tutor Groups, and all students meet daily in their Tutor Group. The Tutor will support the students in their everyday welfare, monitor their progress in studies and maintain contact with parents. The Tutor remains the same for the four years of High School. Each tutor group contains students from Years 7 - 10.

The House identity commencing in Year 7 carries students through until they leave the School. It is hoped that this sense of belonging to a small community within the larger community will develop positive attitudes in the students, as well as giving them a sense of stability during their years of rapid growth and change.

Long Tutor occurs on most Fridays. This is a pastoral care time for tutor groups to develop a sense of community, for tutors to work with individual students and for students to develop independent work skills. Generally this will be a period of quiet study taken by Tutors. At this time also, Tutors are able to undertake individual counselling of their students.

**Home/School Communication**

**Absences**

Parents are requested to notify the High School Office before 9.00am if a child will be absent from School for any reason. Calls can be made from 8.00am on 6210 2235. The School has an answering machine for out-of-hours calls. Where students will be absent for longer periods of time for family or community events, parents are requested to discuss and negotiate this with their child’s Head of School well in advance, to ensure that learning is not disadvantaged.

**Parent/Teacher Meetings**

The Home School partnership needs to be a close one for students to receive the best possible education. The Heads of the four Houses are also Co-Heads of the High School. One of them is always available to discuss High School matters with parents. If a problem arises which parents feel the School can assist with, contact with the Tutor or the Head of House can be established very quickly, and immediate action taken.

Throughout the year there will be various occasions when parents will be able to meet staff. The Tutor contacts the parents of each child in their group early in first term to establish communication. Parents have the opportunity to meet with their child’s tutor and subject teachers after progress checks.

A series of information evenings is held in the third and fourth terms each year to provide parents with an understanding of our curriculum and the courses available for their child in the following year. These meetings are also an opportunity for parents to discuss other issues of common concern. At any time parents are welcome to contact the Tutor or Head of House about any matter concerning your child.
Duty of Care and School Attendance

Students are expected to be at School by 8.30am and in their tutor room by 8.35am when School begins. School concludes at 3.40pm on Monday, Tuesday, Thursday and Friday and at 3.00pm on Wednesday. Morning recess is from 10.40am - 11.00am. On Wednesday, supervision will be available in the High School Library for students waiting to catch later buses. Lunch is usually from 12.55pm until 1.40pm, but is slightly longer on Wednesdays.

Students may not leave school during school hours without signing out at the office and receiving the specific permission of a Head of High School. Students with medical or other appointments are expected to bring a note from their parents or an appointment card.

Staff are on duty from 8.25am. The School does not assume responsibility for children who are on the premises before then. All students are expected to have left the premises by 4.00pm unless they are involved in an official sports practice or other co-curricular activity, or are working in the library.

Parents who bring their children to school in cars are asked to drop them in Carr Street, Wilson Street, Argyle Street or Commercial Road. Please do not drive your car into the main courtyard off Commercial Road.

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.

Counsellors

The School Counsellors work with students from K–12 who need assistance to cope with learning, behavioural or social/emotional difficulties. Students can be referred by themselves, their parents, teachers or doctors. Counselling may be provided on a one-to-one, small group or family basis. Assessment of students’ intellectual, educational and emotional functioning is offered if necessary to diagnose underlying reasons for learning or behavioural problems. Consultation with parents and teachers is critical in ensuring joint responsibility for the development of action.

Messages

Parents with urgent messages for their child should contact the High School Office, who will pass them on through the tutor folder at the afternoon tutor meeting.

CO-CURRICULAR ACTIVITIES

In accordance with the Purpose and Concerns, we encourage students to develop their interests and abilities in diverse areas. There is a special emphasis on service.

The range of co-curricular activities is described in detail in the Co-Curricular Handbook issued at the start of the School year. Students will be asked to register for specific activities available in each term or season.

Music, Drama, Sport, Community Service and other Co-Curricular activities are many and varied. We encourage students to choose their activities wisely and not to over-commit themselves.
Policies and Guidelines

Rights and Responsibilities

All members of The Friends’ School community have the right to gain new knowledge and to develop social and academic skills. All members of The Friends’ School community have the responsibility to ensure that this right is respected.

Our Rights

All members of The Friends’ School community have a right to:
• make the most of their educational opportunities
• be safe and free from harassment
• be treated with respect
• expect fair and reasonable behaviour
• a clean and pleasant environment.

Our Responsibilities

All members of The Friends’ School community are responsible for:
• respecting the rights of others
• treating others with respect
• behaving in a fair and reasonable manner
• respecting property
• maintaining a clean and pleasant environment.

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.
The School’s approach to classroom management focuses on some fundamental principles:

- when a problem arises between a teacher and a student, both must be involved in the solving of the problem – however, other people may be involved in that process
- the process is a step-by-step approach, which allows those involved time to stop and reflect before problems worsen
- at all steps, teachers try to help students to make a commitment to the functioning of the classroom and to developing, where appropriate, a positive action plan that helps the student move towards responsible behaviour.

These guidelines comprise the above rationale together with a distinct set of rules and accompanying consequences. This set of rules and consequences has been designed to promote learning, safety and harmonious interpersonal relationships. The aim of such a positive discipline policy is to cultivate self-discipline as the means of upholding the rules. This is achieved by encouraging students to realise that they are responsible for the outcomes or consequences of their actions.

Classroom Rules and Consequences

Each classroom teacher has the opportunity to negotiate with his/her subject classes a more refined and detailed set of classroom rules that flow from the general principles which are set out below.

Students have the opportunity to discuss the classroom management policy with their tutors.

**Behaviour Management**

The Quaker values outlined in the Purpose and Concerns encourage the development of self-discipline, respect and tolerance in all members of our School community. With this in mind, students are expected to show courtesy and consideration for others at all times.

To support an effective learning and positive social environment, the School has developed a series of statements and guidelines which fall under the following headings:

- Rights and Responsibilities
- Supportive School Environment
- Discrimination and Harassment Guidelines
- Drug Guidelines
- Academic Honesty
- Computer Ethics.

Students who are not meeting these expectations will be counselled by their teacher, tutor and/or Head of School as appropriate. If students do not cooperate in class or other School activities, they may be sent to the Head of School. It is not usual for set punishments such as standing outside rooms or attending detentions to be used. Under no circumstance does the School condone corporal punishment.

Students are always expected to accept the consequences of their actions. This might include making up for missed work at lunchtimes or at home; paying for any damage to property caused by their negligence; apologising or otherwise repairing relationships damaged by thoughtless behaviour; or contributing their service by way of restitution for actions which have damaged their own or the School’s good name.

Persistent or serious difficulties either academically or socially may result in Due Process. This involves a series of consultations and meetings of the student, parents, Head of School and ultimately, the Principal.
**Due Process**

The term Due Process has evolved to cover the formal steps taken in response to a student’s continuing lack of cooperation with the School’s expectations of a student’s behaviour or work ethic. Following a series of discussions with the student concerned, the first formal step is usually when parents are invited to meet with the Head of School to discuss the difficulties.

If these are not resolved, a meeting is arranged with the Principal who will give a final warning of the consequences of continuing problems. A student may be suspended for a period of time to reinforce the seriousness of the situation. A student may also be suspended immediately for serious breaches of the School’s drug guidelines, computer ethics statement, physical violence or theft. At this stage, a code of behaviour or contract may be drawn up which sets out in writing the matters to be addressed. If this is breached after the final interview with the Principal, the student will be asked to leave the School.

Students may enter Due Process where their attitude, approach to study and/or work ethic across a range of learning areas becomes an ongoing concern to their teachers. One way of identifying this concern is when the student’s progress check or interim report indicates that an improvement is needed in his/her approach to study. The student and his/her parents will be asked to attend an interview with their tutor and Head of House or Head of School to work out ways in which the necessary improvements can be made. A record of interview will be kept so that the student and his/her family clearly understand the changes needed and consequences. If a subsequent check or report does not show the required improvement, a further interview with the parents present will take place in which strategies to improve the student’s approach to study will be reviewed and reiterated. The student will also be advised at this stage that they have formally entered ‘Due Process’ and that if the required improvements are not made before the next report is issued, a final interview will take place and a contract will be drawn up with the Principal. This will include notice that the student’s enrolment at Friends’ will be terminated if the agreement is breached.

Students should also be aware that the classroom management guidelines provide for their exclusion from individual classes if their ongoing behaviour or attitude is detrimental to others in the class. This is particularly serious as it may mean that an award or other assessments may not be made. Parents and students should note that, as per the Conditions of Enrolment, the Principal may expel or suspend a student for any adequate cause determined by them. This may occur without Due Process being in place.

**DISCRIMINATION AND HARASSMENT GUIDELINES**

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.

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

**Indirect discrimination** is the use of rules and requirements which unfairly exclude certain people or groups.

**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.

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 email, 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
• talk it over with friends, colleagues or a parent
• 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.

Drug Guidelines

The guidelines are written to promote the health and safety of the Friends’ community.

These Drug Guidelines have been formulated with the assistance of a consultant from the Drug Education Network, by a committee representing students, parents and staff. These guidelines are in accord with policies approved by the Board of Governors of The Friends’ School. The guidelines were developed in order to establish and clarify The Friends’ School community’s expectations regarding:
• medications
• legal drugs such as alcohol and tobacco
• illegal substances.

We believe that consistent, ongoing guidelines and procedures will provide a clear message to the School community, which will result in appropriate action in addressing issues in terms of both prevention and intervention.

These guidelines apply to all members of the school community – students, staff, visitors, parents and friends – while on all programs, activities and official functions in any way connected with The Friends’ School.

These guidelines are to be widely disseminated and publicised to ensure that all members of the School community are aware of their provisions.

These guidelines are reviewed annually.

Prevention

The School has a preventative drug education program, as an integral part of the Kindergarten – Year 12 Health curriculum, which aims to:
• promote a sense of high personal worth
• develop attitudes and social skills that will minimise the harmful consequences of drug use
• develop an understanding that the effects of drug use can vary in different circumstances
• develop effective methods of resisting social and emotional pressures to use drugs
• promote awareness of the legal, health and social implications of drug use.

In support of these aims, The Friends’ School asks all adult members of the School community to be aware of their influence as role models. We encourage parents to be partners in the educational process.
School Expectations

To ensure the safety and wellbeing of our students, all students are required to provide the School with all relevant, current medical information and to update it as the need arises.

Due to our concern for the health and wellbeing of Friends’ students, the following applies:

Analgesics

Inappropriate use of analgesics (non-prescribed eg, aspirin and paracetamol) is discouraged and analgesics may be taken only in special situations such as fever, injury or where alternatives have been tried and parents have given permission on the medical form.

Where analgesics supplied by the School are administered to students, the date, time and dose must be recorded in the student’s file on the student database and on the medication administration register.

Prescribed Drugs and Other Medicine

Inappropriate use of both prescribed and over-the-counter medicines is discouraged.

Students requiring medication are encouraged to take the medication at home rather than at School, whenever possible.

Parents should ensure that children know how to use their own medicines responsibly.

Students should on no account pass their medicines onto other students.

Tobacco

We recognise the health risks associated with tobacco use and consequently The Friends’ School is a smoke-free zone.

Students are not permitted to smoke tobacco during School hours, at School-related activities or while travelling to or from School.

Adults are asked not to smoke while at off-campus School-related activities.

Alcohol

We recognise the legal sanctions on drinking in this State and that alcohol abuse is a major problem. We promote the idea that alcohol is not needed to make a social activity enjoyable.

Students are not permitted to use or possess alcohol at School or School-related activities.

Staff and other adults may not consume alcoholic drinks while responsible for the safety of students.

Adults are asked to remember their influence as role models and to be aware of the Quaker ideals of Moderation and Temperance at all School-related activities.

The School does not prohibit adult consumption of alcoholic drinks in particular places on the School premises, on specified occasions, at functions for adults, but only after written permission has been given by the Principal. Non-alcoholic drinks will always be available at such occasions.

We encourage fundraising activities without an emphasis on alcohol consumption. Any fundraising involving alcohol must not be advertised in official School publications, and, with the exception of instances given approval by the Principal, alcohol is not allowed on the School’s premises.

Official School publications must not promote alcohol.
Other Drugs

We recognise the potential harm of illicit drug use and therefore the School prohibits the:

- use, possession or sale of illegal drugs such as marijuana
- inappropriate use of solvents and other chemical agents
- possession of bongs or other drug-related objects not specified as medically required or on medical records
- inappropriate use of prescription or non-prescription medication
- inappropriate use of drugs in sport.

Intervention

If these guidelines are breached, action appropriate to the breach will be taken. Where intervention is required, the School supports a positive and supportive approach that will endeavour to modify inappropriate student behaviour.

Where breaches of the School guidelines involve the use of medications, the parents will be informed and appropriate help will be sought.

Suspension

Suspension of a student is a very serious matter and occurs only after consultation between the Principal and the appropriate Head(s) of School. In reaching their decision, they will take into account the welfare of the whole School community as well as the welfare of the individual under consideration. Parents will be informed as soon as possible of the decision.

It is intended that suspension will make students fully aware of the seriousness of their breach of School discipline. Part of the suspension procedure requires a student to sign a formal, written contract in the presence of his/her parents, acknowledging his/her understanding that a formal warning has been given and that a more positive contribution to School life is required.

We believe that it is important that advice and support be sought for students and families involved in breaches of these guidelines.

After a warning, a student who continues to smoke while on School premises, at any School-related activities or travelling to or from School, will be suspended for a period of time at the Principal’s discretion. Quit smoking programs will be made available to students.

A student who possesses or consumes an illegal or illegally-supplied prescription drug or alcohol while in School uniform, at School, involved in any School-related activity, or travelling to or from School may be suspended at the Principal’s discretion.

If, in the teachers’ opinion, a student has arrived at a School-related function under the influence of alcohol or other substances, parents will be called to collect their child.

Expulsion

Students will be supported at all stages of due process; however, expulsion is applied if, after a period of suspension with its formal, final warning, a student persists in breaching this policy.

If a student is found to be providing, buying, selling or involved in any transaction for prescription or illegal drugs while in School uniform, at School, involved in any School-related activity or travelling to or from School, he/she will be expelled, whether there has been any previous warning or not.

If these guidelines are breached by adults, they will be asked to desist and the Board of Governors advised so that any further action deemed necessary may be taken.
The Friends’ School policy on academic honesty is designed to promote sound academic practice and to actively encourage honesty, independent thinking and respect for one’s own work and the work of others. The guidelines attached to the policy are designed to inform teachers, parents and students of the School’s expectations and the requirements of external examining bodies.

The Friends’ School policy on academic honesty recognises that students need to understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property. Academic honesty includes, for example, proper conduct in relation to class work, assignments, written examinations and folios of work submitted both for internal and external assessment.

The Friends’ School policy on academic honesty recognises that all students need to be taught, as an integral part of the learning process, what it is to be an academically honest student, and to understand that plagiarism, collusion, duplication, cheating, copying or submitting another person’s work as their own are dishonest and unacceptable. The policy recognises that students need to be taught skills so that they can access the ideas of others and locate original sources; skills which will enable them eventually to be able to write or complete work that is not derivative or plagiarised. To this end, students need to be taught to locate, paraphrase, synthesise and cite sources.

It is also important that, in a system where learning is often collaborative and team work is both permitted and actively encouraged, students are aware of the distinction between collaboration and collusion.

Parental and mentoring assistance are also often actively encouraged but even these sources of assistance should be at least informally acknowledged.

Internet sources present some of the biggest problems with plagiarism. Students must realise that although the internet is in the public domain and largely uncontrolled, they cannot take and use information without proper acknowledgement.

The Friends’ School Guidelines on academic honesty endeavour to make students aware that most plagiarism problems can be avoided by proper use and citing of source material. They also ensure that students, senior students in particular, know the consequences of being found guilty of plagiarism.

The Friends’ School Guidelines encourage behaviours that are academically honest and that avoid any students gaining an unfair advantage in assessment. The following are all examples of behaviour that contravenes the Guidelines:

- plagiarism (representing another’s work or ideas as one’s own)
- cheating in tests or exams (having unauthorised material, copying)
- collusion (a student allowing another student to copy his or her work and submit it for assessment as his or her own)
- duplication of work (re-presenter work for assessment previously completed and assessed for another task, by another teacher, or completed in another year).

**Academic Honesty Guidelines**

**The Role of The Friends’ School Teacher**

*Teachers encourage academic honesty by:*

- referring students and parents to the School’s policy statement
• teaching acceptable methods for paraphrasing source material, in recognition of the fact that paraphrasing done correctly, is a legitimate way to use a source
• giving specific guidelines that encourage students to develop their own ideas through questioning, using inquiry processes, problem solving, comparisons, analysis and synthesis
• teaching good research and note-making techniques
• planning approaches to work that require the student to actively reorganise and interpret information, rather than merely copying or gathering information
• implementing as standard practice planning, drafting and showing work in progress
• providing students with the conventions for acknowledging sources and teaching students how to cite all sources which may include (but are not exclusive to) books, journals, musical references, images and internet sites
• encouraging the use of citation software such as Papyrus
• requiring students to declare that they have not committed plagiarism (including making students aware that this is a requirement of external examining bodies)
• deterring students from plagiarising by asking students to submit their work to a specialist plagiarism detection internet site so that they can check for themselves and are fully aware that checking is possible
• submitting student work for checking by a specialist plagiarism detection internet site, having made students aware of the consequences of such an action should plagiarism be proven.

The Academically Honest Friends’ School Student

The academically honest student understands that an authentic piece of work is one that is, at base, the candidate’s individual and original work, with any ideas and work of others that have been incorporated, fully acknowledged. The student understands that all assignments, written or oral, completed for assessment, ought to use the student’s own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged. These sources include (but are not exclusive to) books, journals, articles, sources of data, personal communication, computer programs, film, photographs, diagrams, illustrations, maps, graphic and audio-visual material, mail messages, internet sites and any other electronic media. The academically honest student meets deadlines, subject to reasonable negotiation, as stated in TFS Guide to Studying At Home.

The academically honest student:
• understands and abides by the School policy concerning academic honesty
• takes care to maintain personal and accurate work files
• is careful to submit his/her own work and never submits another student’s work as his/her own
• does not allow another student to borrow his/her work for the purpose of submitting it as their own
• does not recycle work completed in previous years (although it is possible to negotiate with a teacher to extend upon such work)
• when mentoring or assisting another student, does not actually do the work for him/her
• is careful to acknowledge when help is given by parents, private tutors, other students or friends (teachers actively encourage such assistance)
• completes an honest or agreed share of the work undertaken in cooperative, collaborative, group or team work situations
• acknowledges words or ideas which are copied by giving credit to the source
• uses quotation marks where appropriate
• uses a recognised form of referencing such as those available on the The Friends’ School intranet library site
• ensures that references are accurate and easily traced at the time of writing
• ensures that the sources listed are those consulted for a particular assignment
• avoids copying so many words or ideas from a source that material quoted outweighs student comment and becomes too large a percentage of the work
• abides by all regulations applying to test and examination conditions by not seeking an unfair advantage, for example, through copying or bringing in unauthorised material
• knows the consequences of being found guilty of cheating, colluding or plagiarising.

Failing to Observe Academic Honesty

Students must understand that failure to adhere to the guidelines will result in consequences. These consequences have more severe repercussions for older students where the School is responsible to external examining bodies.

If a teacher has reason to suspect that part or the whole of a student’s work may not be authentic, the process to be followed is that the teacher:

• will give the student a chance to explain his/her actions
• cannot accept the work as originally submitted
• will counsel the student explaining the nature of the dishonesty
• will give the student the opportunity to revise and resubmit work completed in non-examination conditions, providing assessment deadlines allow
• may either penalise the student or require that the student re-sit a test or examination.

If this process does not resolve the matter, then a committee convened by the relevant Head of School may:

• conduct a formal interview with the student and teacher
• require that the student sign a statement that the work is his or her own
• require a statement from the student that directly addresses the allegation that his/her work is not authentic
• assign lower ratings/ marks or fail the student on the relevant criteria
• notify the student’s parent or guardian
• suggest the student go into due process and record and file the incident.

Clemes students and their parents or guardians are required early in the academic year to sign a document which shows their awareness of issues about academic honesty and the consequences of failure to observe The Friends’ School Policy on Academic Honesty and the policies of the external examining bodies.

**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 computer devices cannot be taken outside Tasmania without the explicit 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.

Mobile Phone and Other Personal Computing Devices

Introduction

The Friends’ School encourages and supports the use of new and evolving technologies to enhance teaching and learning. We also recognise the place of personal technologies 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 computer devices inappropriately will face consequences, which may include confiscation or banning of the item from future use at School.

Mobile Phones

Many students own mobile phones, and may have a legitimate reason to have the phone at school. We recommend they are kept secure in lockers during the school day and not taken to class. Mobile phones may be used at recess, lunchtime or during free periods. At other times mobile phones and tablets should only be used if explicit staff permission has been given. These guidelines include use of a mobile phone in any capacity including text messaging or taking of photographs.

It is recommended that students visit the Help Desk to connect their device to the school wireless network. This enables use of data without charge, and for the internet connections to go through the school’s OpenDNS filter.

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

Personal Music Devices

A number of students choose to bring personal music devices to school (eg, an Ipod or MP3 player). Some students listen to music while travelling to and from home, others enjoy having access to music during the school day.

These devices should not be taken to class unless they are acceptable in the context of the teaching program, a decision that will be made by the relevant teacher. At all other times we require them to be kept secure in lockers. Personal music technology may be used at recess, lunchtime or while travelling between home and School.
The School will not accept responsibility for the misuse, loss or theft of personal items of mobile music devices.

**SunSafe 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.

We encourage students to take responsibility for their own SunSafe behaviour in a variety of ways including:

- education about SunSafe practices and the risks of over-exposure
- provision of outdoor areas with plentiful shaded spaces
- active discouragement of sunbathing
- encouraging students to wear a school hat in summer
- providing free sunscreen
- advising students to ‘slip, slop, slap’ when outdoors for extended time, such as at sports matches, trainings, school carnivals or Outdoor Education activities
- making hats an essential component of Outdoor Education clothing.

**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.

**Student Attendance at Rallies**

In keeping with Quaker practice, we support students taking appropriate action on matters of concern including social justice and peace issues. The School on occasion will arrange for a group of students to attend events such as Harmony Day or International Human Rights Day. In this case, parents will be notified by the School in advance, transport will be arranged and a teacher will accompany the students.

If a student wishes to attend a political event or rally during school hours as a matter of individual choice, this is a decision for the child and parents. The School is unable to take responsibility for their safety, security or transport arrangements. We therefore require written permission from parents, a day or more in advance, addressed to the Head of School. In this case, where students are attending as individuals, not representative of the School, we also ask that they wear plain clothes.
Uniform

Expectations

At The Friends’ School we believe that the wearing of the school uniform by students is a fundamental part of students’ 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 and expresses the fundamental Quaker values of Equality and Community.

It is expected that Friends’ 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 in Years 7–10 are strongly encouraged to wear a sunhat for outdoors activities.

Students are required to wear hair tied back for subjects where there is a health or safety requirement (for example Science, Foods, Design Technology, Art, PE) and in any other class where a teacher requires hair to be tied back for a particular activity.

At other times students may wear their hair out as long as it is clean, neat and tidy. Students are expected to wear their hair in a style and colour acceptable to the Head of School. Beading and dreadlocks, for example, are not acceptable.

School shoes are to be polished black leather lace-ups with heels of a height acceptable to Heads of High School. Shoes are to be kept clean and in suitable repair. Gym shoes are not to be worn with formal uniform.

The blazer should be worn at formal School occasions such as Gatherings, assemblies and when representing the School.

Jewellery, other than a watch and a ring, is not to be worn. Students may wear in one or both ears, a single plain sleeper or stud. Facial piercings other than in the ears are not allowed. Make-up and nail polish (other than clear) are not acceptable with School uniform.

If a student does not wear the uniform correctly or present themselves correctly, they will be counselled and their parents informed of the School’s concerns. If there is no improvement, the parents of the student will receive a letter asking them to make an appointment to discuss the concerns with the Heads of High School.

Requirements

The full range of uniform requirements is available from The Friends’ School Shop, 1 Wilson Street, North Hobart. The Shop is the only authorised retailer of the Friends’ School uniform. The Shop also sells an extensive range of secondhand uniform and accessories.

All uniform items listed, except shoes, is as supplied by the Shop. All articles of uniform must be clearly marked with the student’s name. Items listed as compulsory must be purchased for each student. Optional items may be added to the uniform as desired. It is recommended that all students have at least three changes of dress, blouse, shirt or polo top to wear during the week, especially when they are very active.

In the High School formal uniform is required and worn every day. However, students may wear sports uniform for the day if they have three or more sporting commitments in any one day or if
they ride a bicycle to School over a substantial distance. Students are not to wear items of the sports uniform and the formal uniform together.

**Sports Uniform for Competition**

Students representing the School in school sports teams need to wear appropriate uniform as advised by the person in charge of the activity. Generally this will be the standard sports uniform. However, sports with special requirements will be indicated by the particular sport coordinator. These include long socks and boots for hockey and soccer, bathers, athletic tops, basketball singlets and rowing suits, all of which need only be purchased as necessary.

**Outdoor Education**

Appropriate outdoor wear is required by all students when engaged in Outdoor Education and field trips. Students will be advised what is necessary by the teacher in charge. At times some local suppliers offer discounts to Friends’ students with suitable ID. Outdoor equipment may also be hired from the High School.

**School Formal Uniform**

**Compulsory Items – Boys and Girls**

Bag Chiropack

A broad brimmed hat is required for High School students when participating in Outdoor Education activities and excursions. School bucket hats that are a suitable hat for these occasions are available to purchase from the School Shop.

**Boys Formal**

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 for performances.

**Compulsory Items**

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blazer</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>
<tr>
<td>Tie</td>
</tr>
<tr>
<td>Socks grey with stripe</td>
</tr>
</tbody>
</table>

**Optional Items**

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket softshell</td>
</tr>
<tr>
<td>Pullover softwear wool</td>
</tr>
<tr>
<td>Polar Fleece Vest</td>
</tr>
</tbody>
</table>
Girls Formal

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.

Compulsory Items

- Blazer
- Dress Summer Tartan
- Skirt Winter Tartan
- Blouse short sleeve or long sleeve
- Socks white or navy anklet

Optional

- Jacket softshell
- Tights navy
- Cardigan softwear wool
- Pullover softwear wool
- Polar Fleece Vest
- Sport Brief navy boyleg style for wearing under dress or skirt
- Trousers grey formal (available only by pre-order for winter, times will be advertised in What’s On)

High School Sports Uniform – Boys and Girls

Compulsory

- Polo Top short sleeve
- Trackpants fleece with piping
- Shorts microfibre with piping
- Rugby Top
- Socks white anklet

Optional

- Polo Top long sleeve
- Leggings ¾ sport (girls)
- Polar Fleece Vest

Optional Accessories

- Bag sports
- Badges House bars
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 Goods for Sale**

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 etc. 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.

**Charges and Processing of Proceeds**

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 and the proceeds of any sales (net of commission charges) sent to your nominated bank account shortly following the end of each calendar month. In the event that you have not provided bank 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 notated on the remittance advice.

**Opening Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</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 4 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 and Thursday each week during this period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Times</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

GENERAL INFORMATION – STUDENT MATTERS

Assemblies

Assemblies are during term time on Fridays, from 12.00 noon to 12.45pm, and are a time of sharing experiences, celebrating achievements and listening to visitors. They are a formal gathering of the High School community, with opportunities for reflection and also for entertainment. Students are heavily involved in running Assemblies and in preparing a variety of presentations. Parents are always welcome to join us for these occasions. Whole School Gatherings, where the School community from Kindergarten – Year 12, including parents, friends and board members meet, are held at least twice a year.

Canteen

The Canteen sells nutritious lunches and snacks for those who wish to order on any day. Parents should be aware of any money their children bring to School and discourage them from bringing unnecessarily large amounts.

On-line canteen ordering is now available for all campuses. Canteen orders can be placed and paid for at flexischools.com.au. Just search for ‘Friends’ on the home page in the ‘Enter School Here’ box and select an active day to view the menu.

Careers

There are two Careers Advisors – one based on the Clemes Campus and on the High School Campus. Both are available to offer course counselling and careers advice for students in Years 7–12.

FriendsNet

FriendsNet, the School’s intranet, is accessible from both within and outside the School. FriendsNet provides staff and students with access to:

- School calendar
- bulletins and general information
- curricular and co-curricular information and resources
- library
- online components of classes (assignments, resources, discussions and submissions)
- online storage and portfolio
- School email and messaging.

Students are encouraged to become involved in the preparation of content and contribute to FriendsNet. Please contact the Manager, Computers in the Curriculum, for advice if you wish to prepare material for inclusion on this network.

FriendsNet – http://friendsnet.friends.tas.edu.au

FriendsNet from the school network – http://www.t.f.s
Gatherings

As part of the School’s commitment to its Quaker heritage, all students in the High School participate as year groups in a weekly Gathering for Reflection. A Student Management Committee in each year group helps plan Gatherings.

Leadership

The High School Council is elected each year by students in Years 8 –10. The Council consists of House Captains and Student Representatives. The group runs a series of fundraising and other activities for community and School service including the Year 7 Social, stalls and concerts. They lead assemblies and assist at School events. They are responsible for planning for the Year 10 Celebration and work with the assistance of the Year 10 Head of High School. The House Captains assist with the organisation and running of the School Athletics, Cross Country and Swimming Carnivals.

Library

The High School Library provides access to a large variety of resources, both for research and reading for pleasure. The Library is open Monday – Friday from 8.00am until 4.00pm and students are encouraged to visit for pleasure or to seek help and support with their studies. Parents are welcome to contact the library and discuss their child’s needs. Whilst the High School Library houses a large collection of books, it also provides a link to many digital resources of information and eBooks. The library website provides 24 hour, 7 day a week access to many rich resources such as online encyclopaedias (Britannica and World Book), databases of journal and newspaper articles (eLibrary and EBSCO), eMagazines and eBooks. All members of the Friends’ community are welcome to visit the library.

Lockers

Lockers are provided for all students. For Years 7 – 10, a combination lock is provided. Replacement combination locks cost $10. Students should keep their computer, books, blazer and any valuables locked securely in their lockers. Students are discouraged from bringing valuable items to school unnecessarily.

Lost Property

Lost property is kept in the High School Office and enquiries about lost property will be handled at any convenient time. 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.

Mobile Phones

Mobile phones are permitted. However, students are expected to have them switched off during classes or preferably leave them in their lockers until recess, lunch or after school. See policy for further information.

Outdoor Education

The Year 7, 8 and 9 program presents the opportunity to undertake several overnight camps, learn fundamental outdoor skills such as navigation, snow survival, understanding how to set up a camp, group work, understanding of self and others, and how to work safely in an outdoor environment.
The outdoor program encompasses beach experiences, surfing, bush walking, abseiling, climbing, a mountain snow day, rafting, sailing, rowing, orienteering and mountain biking. From Year 10 onwards, Outdoor Education is an optional activity. Appropriate equipment will enhance student comfort and safety.

Shop

Textbooks and stationery may be purchased from Birchalls back-to-School shop at the Showgrounds at the beginning of the year. The School shop is open each day during term time for subsequent purchases, which may be for cash, or charged to family fee accounts until the end of October, after which it is cash only. Birchalls conduct a buy back of second hand text books at the end of the year. Terms and conditions, along with dates and times are advised to families during Term 4 when the booklist for the following year is released.

Student Fundraising

Student fundraising of any sort on the School campus should only be for School events and will always need approval from either the Head of School or the Service Committee.

Student use of the Overpass in Argyle Street

Students are expected to cross Argyle Street using the overpass. It is expected that staff and parents will follow this practice for their own safety and to role model the appropriate behaviour to students.

Transport

Metro buses for the city and the Eastern Shore leave outside the Principal’s residence, ‘Pendle Hill’, in Elizabeth Street at 3.45pm each afternoon. Buses for the Northern suburbs leave from New Town Road. Buses for the Channel area and New Norfolk leave from Argyle Street.

Additional Information

The following course books are distributed annually to students in the relevant year groups:

- Year 7 – 8 Curriculum
- Year 9 – 10 Curriculum
- Year 11 – 12 Course Book.

General Information – Parent Matters

Publications

<table>
<thead>
<tr>
<th>Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s On</td>
<td>Communicates organisational information for the coming week and details of future events. It is distributed electronically every Friday and is also available on the School website.</td>
</tr>
<tr>
<td>Focus</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>Echoes</td>
<td>The annual School magazine, issued at the end of each year.</td>
</tr>
</tbody>
</table>
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 usually held on the third Tuesday of each month in term time. Although there is an Executive Committee, all persons are encouraged to attend, as the meetings are an excellent way to gain first hand information about the School and the Association’s operations and activities. A report is presented at each meeting by the Principal or his representative, so that all who attend are kept fully informed about School developments.

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

Money raised contributes to a wide cross-section of needs, not just items of equipment, but sporting, musical and cultural bequests.

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>

How you can be involved with The Friends’ School

Volunteer to spend some time helping with Archives. Work with the collections or in research. Training provided. We just need your time – telephone the Archivist on 6210 2200.

Be involved with sport. Work as a coach (skill needed) or team manager (enthusiasm needed!). Offer to assist at School Sporting Carnivals. Talk to the Director of Sport.

Tell us about your particular skills, interests and business involvements. We try to use members of The Friends’ School community wherever economically possible for things like brochures, artwork, suppliers and person power.

Offer to help with the annual School Fair. Clear out those cupboards, wardrobes, sheds and attics in anticipation and send along in the weeks prior to the Fair.

If you are an Old Scholar of The Friends’ School, tell the Development Office you would like to assist with reunions or help organise a reunion of your year group.

Write something for Focus and send it to the Development Office.

Offer to run a lunchtime activity in the High School – talk to one of the Heads of High School.

Offer to run an after-school activity at Morris – talk to the Head of Morris.
Come to Assemblies – ask at the Office.

Work as a mentor. Spend time with individual students according to your skills and their needs.

Offer to help in one of the three libraries – telephone the Head of Libraries for information.

Volunteer to help at School functions with exciting tasks like washing up and pouring tea.

Attend the Quaker meeting for worship on Thursday morning 7.45am – 8.20am in the Meeting House, Argyle Street.

Read some of the books in our libraries on Quakerism – contact Maddy Walker for a suggested reading list.

Coordinate a debating team (Years 7 – 10).

Join the Friendsmusic Group and support the School’s musical activities – contact the Head of Music, Paul Radford.

Come (and bring a friend) to Open Days, Sports Days, School Productions and general School activities.

Read What’s On to keep up with the latest activities.

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.

The Archivist, Melinda Clarke, welcomes visitors, gifts and offers of assistance from members of the wider School community.

Development Office

The role of the Development Office at The Friends’ School is to establish and maintain contact with all members of the wider School community and to raise funds to support student learning experiences.

The Development Office organises Old Scholar reunions, Grandparents and Older Friends Day, bequestors’ lunches and a range of other important social events at the School.

The Development Office raises funds to support building developments, scholarships and bursaries, and the School’s libraries through a range of tax deductible funds. Money from fees is used for salaries, superannuation and building maintenance. All capital works must be funded from other sources. Following a strategic planning exercise the Board made a decision not to raise money for buildings by increasing the fees or class sizes. The Development Office also coordinates an Annual Giving Program and a Bequest Program. Gifts of any size for any or all of these activities are sought and valued.

Postage of Focus, the quarterly student-produced newspaper, is also organised through the Development Office. We will automatically post Focus to you unless you tell us otherwise. Some parents are happy to rely on their students for delivery – others prefer Australia Post. Students are offered a personal copy for their own archives.

Please contact the Development Office on (03) 6210 2282 if you have any queries.
# Term Dates for 2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 6 February – Thursday 13 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 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 Australian 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.