



**THE FRIENDS' SCHOOL**

**Morris - Friends' Primary Years  
Handbook 2022**



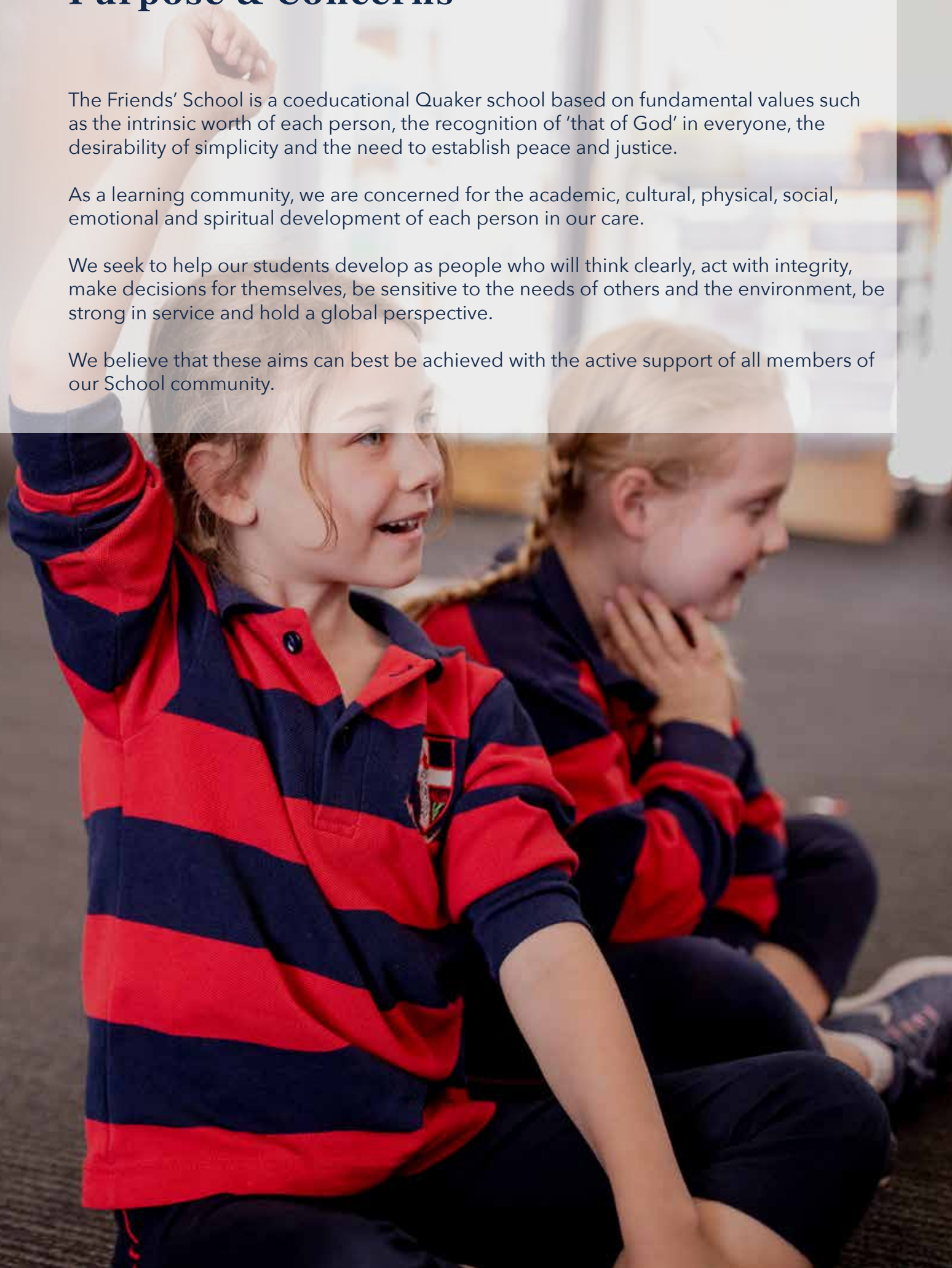
## Purpose & Concerns

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.



# **International Baccalaureate Mission Statement**

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

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

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

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# Welcome to The Friends' School

## Morris - Friends' Primary Years

Together with the Morris staff, I welcome you to the School and am confident that this will be a wonderful year for us all; full of meaningful learning, personal and community growth and happiness. Our aim is to work together with families to support student learning in the context of the School's Purpose and Concerns where the intrinsic worth of each individual is valued and the pursuit of peace, justice and community is a core focus; where we all strive to be life-long learners embodying responsibility and integrity.

The educational programs from Early Learning to Year 6 are carefully structured to develop the academic, social, physical, emotional and spiritual needs of children at each year level. We believe children need to feel secure and confident in the school environment and know that they are valued by their teachers, peers and other School staff. We create classroom programs to meet the individual needs of every child. Constructive play and exploration in Early Learning prepares children before moving into more formal programs where early literacy, numeracy and the development of independent learning skills are a key focus. As students move through the school, they are progressively exposed to aspects of the broader school program, including co-curricular activities and the application of inquiry across all disciplines. Every child is encouraged to collaborate, ask questions and to have a voice in their education, knowing that their teachers are there to support them.

The International Baccalaureate (IB), founded in 1968, is a recognised leader in the field of international education. It is a non-profit, mission-driven organisation that works in schools worldwide. The IB Primary Years Programme (PYP) is the chosen curriculum framework used at Morris.

*The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.' IBO*

The community atmosphere of the School today reflects the intentions of the founding members whose vision for the School in 1887 was education for spiritual and intellectual growth. Morris is a place where learning, in all its forms, is at the centre of all school life. Through our focused attention to our Purpose and Concerns, supported by a strong curriculum framework and dedicated, passionate staff, supportive community and engaged learners, we are uniquely positioned at Morris to '... 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.'

**Mark Febey**, Head of School

## Quakerism and The Friends' School

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.

Parents who would like to experience a Meeting for Worship may like to join other members of the School community from 7.45am - 8.20am at the Meeting House on Thursday mornings during term time.



## History of the 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 the 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 navy blue 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 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.

John Green completed his appointment at The Friends' School at the end of 2012 and Nelson File took up the role in January 2013. Born and raised as a Quaker in Philadelphia, Nelson File actively seeks to incorporate the Quaker principles on which the school was founded into the everyday life of the School. This is demonstrated in areas such as our active service program, reflective year level Gatherings and the welcoming community spirit felt throughout the school.

*"...all members of the community share an obligation to answer what is best in themselves and in others - developing talents to the fullest and respecting the strengths, efforts and perspectives of everyone. At a practical level, we strive for each of us to contribute our best on a daily basis."*

- Nelson File | Principal, The Friends' School



# Structure & Organisation

## School Divisions

The Friends' School is sub-divided into an Early Learning and Primary School (12 weeks old - Year 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, Bill Avery, serve these three sections of the School. The main School office is open between 8.30am - 4.30pm throughout the year except during the Christmas and New Year period and public holidays.

## Senior Personnel

<b>Position</b>	<b>Name</b>
Principal	Nelson File
Personal Assistant to the Principal	Sarah Ogilvie
Deputy Principal	Shaun O'Rourke
Director of Teaching and Learning	Phil Rogers
Head of School - Early Learning - Year 6	Mark Febey
Deputy Head of Morris (Early Learning - Year 1)	Fiona Zinn
Deputy Head of Morris (Years 2 - 6)	Wendy Crow
Early Learning - Year 6 Coordinator	Debbie Taylor

# School Locations

The School covers four sites:

- 395 Argyle Street, North Hobart
- 23 Commercial Road, North Hobart
- Bell Street / Queens Walk, New Town
- Lallaby Road, New Town Bay

## The Argyle Street Campus

### Friends' Early Learning

Friends' Early Learning operates from 7.30am - 6pm on school days and provides before and after school care, long day care, a pre-kindergarten educational program and vacation care.

### 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 300 students enrolled in Clemes.

### The Farrall Centre

This purpose-built assembly hall 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 side of the 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 the location of 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 (Joe Cairns, Lindy Gannon, Louise Giudici, Kim Rowlands) who are also Heads of House (Mather, Hodgkin, Ransome and Unwin respectively).

### Friends Health & Fitness

This complex, which opened in 1998, contains an indoor heated swimming pool, spa, steam-room, gym, tennis courts 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 and GAP year student accommodation.

## 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.

## Term Dates for 2022

Term 1	Thursday 3 February - Thursday 14 April
Term 2	Monday 2 May - Friday 8 July
Term 3	Tuesday 26 July - Friday 30 September
Term 4	Monday 17 October - Tuesday 13 December



## Curriculum

The [curriculum framework](#) in Morris is the [International Baccalaureate Primary Years Programme \(IBPYP\)](#), which was implemented at Morris – Friends’ Primary Years in 2001. The PYP is the curriculum framework for all children from 3-year-old Kindergarten to Year 6. It focuses on the development of the whole child, offering a framework to meet the academic, cultural, physical, social, emotional and spiritual development of each person. The Australian Curriculum (ACARA) and Early Years Learning Framework is covered within this framework.

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

In practical terms, teachers and students are guided by a series of basic questions as they design units for exploration and study: Who are we? Where are we in place and time? How do we express ourselves? How does the world work? How do we organise ourselves? How do we share the planet? This approach is intended to elicit ideas of global significance that affect all people, an approach that will help students see their place in the wider world.

The IBPYP values and practices clearly sit well within the broader ethos of The Friends’ School. To find out more about the IBPYP framework please visit [The Friends’ School website](#).

## Homework

As a general rule, other than for reading, teachers at Morris do not set regular homework. From time to time students may be asked to undertake work connected with their Inquiry or specific learning needs, such as learning high frequency words, negotiated with parents / guardians. This allows parents to be authentically involved in their child’s learning and reinforces the importance of the partnership between home and school.

## Additional Information

### School Hours

Friends’ Early Learning: 7.30am - 6.00pm

Kindergarten: 8.45am - 3.00pm

Prep - Year 6: 8.45am - 3.15pm

### Structure of the Day

#### Session 1

Classroom Programs: 8.45am - 10.50am

*Morning Break*

Supervised eating: 10.50am - 11.00am

Play: 11.00am - 11.40am

#### Session 2

Classroom Programs 11.40am - 1.40pm

*Afternoon Break*

Supervised eating: 1.40pm - 1.50pm

Play: 1.50pm - 2.10pm

#### Session 3

Classroom Programs: 2.10pm - 3.15pm  
(3.00pm for Kindergarten)

### Contacting the Morris Office

The direct phone line for the Morris office is 6210 2228. Emails can be addressed to [morrisadmin@friends.tas.edu.au](mailto:morrisadmin@friends.tas.edu.au).

### Contacting Friends’ Early Learning

The direct phone line for Friends’ Early Learning is 6210 2276. Emails can be addressed to [feladmin@friends.tas.edu.au](mailto:feladmin@friends.tas.edu.au).

### Absences

When children are absent from school for any reason, parents are requested to contact the Morris Office before 9.00am. The office will advise the class teachers. Unapproved absences are followed up by a phone call to ensure the safety of children. If children are to be away for an extended period of time, parents are asked to formally write to the Head of School, Mark Febey. Recent changes to the State Education Act require schools to record absences during term time due to holidays as an “unapproved absence” for the purpose of your child’s attendance record.

### **Late Arrivals**

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

### **Leaving the School Grounds**

All children leaving during the school day will need permission in writing from a parent and will need to be signed out at the Morris Office. If someone other than the child's parent is to collect them, please include this information in the note.

When children return to school after leaving the grounds (e.g. for an appointment), please ensure that they are signed back in at the Morris Office before returning to their class.

### **Visitors to the School/Parent Help**

All visitors to Morris and parent helpers are asked to register at the Morris office. The Tasmanian State Government has introduced mandatory Working with Vulnerable People Registration (WWVP) for everyone over the age of 16 who wishes to work or volunteer with children. People who are not required to have WWVP include parents and community members who volunteer on a one-off or occasional basis, such as running a stall at the fair or a parent who steps in to coach a team when the regular coach is away.

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

### **Supervision Before School**

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

### **Supervision After School**

Given the location of Morris and the amount of traffic in all adjacent streets, we ask parents of children from Prep to Year 4 to help us keep their children safe by picking them up from the bark chip area or the drive-through zone. These are the only areas supervised by staff after school until 3.30pm. Year 5 and 6 children may make other arrangements, as we understand their need to be more independent. These arrangements need to be known by the Morris Office and class teacher.

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

Children going to After School Care go directly to the Frank Wells Hall. Kindergarten students are to be picked up from Kindergarten at 3.00pm or if going to After School Care students will be collected by staff.

### **Outside School Hours Care**

Guided by the Mytime Our Place framework for Outside School Hours Care, the School runs Before and After School Care and Vacation Care programs at Morris.

Hours of operation are 7.30am - 8.30am and from 3.00pm - 6.00pm. For information contact Friends' Early Learning on 6210 2276. Temporary bookings may be filled if numbers allow, by calling 6210 2276.

### **Medical Care**

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



## Canteen

Morris uses the FlexiSchools system, an on-line ordering system operating in over 1,400 schools throughout Australia. It is a simple on-line ordering system allowing you to order each day or, if you choose, for up to the whole week. Families register themselves on the FlexiSchools website. The registration process only takes a few minutes and parents can begin placing orders immediately.

To begin the registration process, go to [www.flexischools.com.au](http://www.flexischools.com.au). You will be asked for an email address and soon after full instructions will be sent to that email address to guide you through the short registration process. The website contains the menus for the Argyle Street Campus Canteen and your on-line order is sent to the Canteen staff each morning for preparation and collection at lunch time. Orders can be placed on-line any time up to 9.00am on the day required.

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

## Nut Allergy Safe Practices

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

## Excursions

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

## Gatherings

Children participate in a variety of Gatherings and Assemblies throughout the year. Gathering times vary each year in response to timetables. Morris Assembly takes place fortnightly from the first week of each term. These are held in The Farrall Centre with Wells and Walpole

Assemblies held on the alternate weeks. Families are warmly invited to attend. Regular student Gatherings are held in the Quaker Meeting House for Kindergarten - Year 6. They focus on Quaker values, queries and reflection through silence.

## Lost Property

Lost property is kept in a trolley outside the Frank Wells Hall and outside the Year 3 classroom near the Music Room. Unclaimed items will be stored for one term. After that time they will be disposed of to a suitable charity. All clothing, books and other equipment brought to School must be clearly and indelibly marked with the owner's name. Please refer any queries to the Morris Office.



## Co-Curricular

Morris offers a rich and varied [co-curricular program](#) in support of the School's Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests, to enhance the PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of each individual. Opportunities for involvement in sporting, music, service, enrichment and extension activities are provided both in school and outside school hours. These activities are opt in by students, supported by staff and families.

### Co-Curricular Sport Training and Choices

A Winter Sports Program will be offered to children from Year 2 to Year 6. Soccer and Hockey are options offered to Years 2 to 6 and Netball for Years 3 to 6.

After school training sessions for Year 2 are not organised by the school but may be organised by the team coach.

In Years 3 to 6, training is held at our Bell Street fields. Students walk from school to training with staff and then must be collected by parents at 4.00pm.

Training dates will commence early in Term 2 and will continue through to the end of the roster.

Year 3-4 Thursday (3.15pm - 4.00pm) at Bell Street Oval

Year 5-6 Tuesday (3.15pm - 4.00pm) at Bell Street Oval

NB: Netball training is held at school

Other rosters and carnivals are as follows:

#### *TERM 1*

JSSATIS Tennis (Year 5-6) Girls & Boys

JSSATIS Cricket (Year 3-4) Boys

MORRIS Swimming Carnival ALL Year 3-6

JSSATIS Swimming Carnival (Selected students Year 3-6)

#### *TERM 2*

JSSATIS Netball (Year 3-6)

Soccer Year (2-6) Girls & Boys

Hockey (Year 2-6) Girls & Boys

MORRIS Cross Country ALL Year 3-6

JSSATIS Cross Country (Selected students Year 3-6)

SYMMONS PLAINS Cross Country (Selected students Year 4-6)

#### *TERM 3*

JSSATIS Basketball (Year 3-6)

Soccer (Year 2-6) Girls & Boys

#### *TERM 4*

JSSATIS Indoor Cricket (Year 5-6) Boys

JSSATIS Girls Cricket (Year 3-6) Girls

MORRIS Athletics ALL Year 3-6

JSSATIS Athletics (Selected students Year 3-6)

Triathlon (Year 5-6) Girls & Boys - Team event only

K-2 Sports Day ALL Kindergarten - Year 2

### Co-Curricular Music

A number of instrumental and vocal ensembles are available at Morris. Rehearsals for these ensembles start early in Term 1 and continue on a weekly basis until the end of Term 4.

#### *Available Ensembles:*

*Year 5 Band* - This beginner concert band is for Year 5 students who are interested in playing a woodwind, brass or percussion instrument. Students commence band sessions in small instrumental groups as they start learning to play their instrument, forming a balanced concert band in Term 2.

We also offer a lunchtime Music Theory Group. This group is for students wishing to develop their music reading skills and their general knowledge of music.

*Morris Band* - This concert band is for students who play a woodwind, brass or percussion instrument and have at least a year's experience playing their instrument.

*Morris Minors Choir (Semester 2 only)* - This is a fun singing group comprising of all students in Year 2, who will rehearse and perform a mini-musical to be performed in Term 4.

*Morris Majors Choir - Years 3 and 4*

*Morris Maestros Choir - Years 5 and 6*

These are non-auditioned choirs comprising of any students who wish to be involved. The choirs sing both unison and part-songs in a range of styles.



The choirs perform regularly at events including assemblies, eisteddfods and other School and community events. Every second year, the Morris Maestros join the Year 7/8 Choir to participate in the Festival of Voices' "Tasmania Sings" event. The choirs often collaborate with groups visiting Tasmania from the mainland or overseas.

*Morris Classical Guitar Ensemble* - This group is for students interested in learning how to play classical guitar. Experience is not necessary, as our tutor will run lessons during the group time. Students who have their own guitars are encouraged to use them, however school instruments are available for students to use at no cost.

*Year 3 - 6 Marimba Ensembles* - These groups play energetic and fun music on tuned percussion instruments. No experience is necessary as music and playing technique are taught from the first rehearsal. The Year 5 and 6 Marimba Ensembles join schools from around the Hobart area each year to participate in the spectacular "Marimba Mania" event.

*Year 2 Strings* - This group is for Year 2 students

who are interested in beginning to play violin or cello. Students will receive group tuition from specialist teachers as they start learning to play their instrument, with group performance becoming a focus as skills and techniques are learnt.

*Year 3 Strings* - This group is for students who took part in the Year 2 string program and would like to continue playing through group lessons.

*Morris String Ensemble* - This ensemble is for students learning violin, viola, cello or double bass, who already have some skill on their instrument. Students who can proficiently read and play a D major scale and recognise simple rhythms are encouraged to join.

*Morris Chamber Groups* - These groups extend string players who are ready for an extra challenge. Memberships of these groups are small and may rotate throughout the year at the discretion of staff.

[Co-Curricular Clubs](#) - These are run throughout



the year during break times and sometimes before and after school. These are established based on student interest.

### **Additional Information**

*Performances* - These ensembles perform at various School functions, along with performances in the wider community. Participation in music ensembles is a fun, social activity. Once students have committed to an ensemble it is expected that they honour that commitment throughout the year by attending rehearsals and performances regularly and on time. Students should be present at rehearsal and ready to start at the listed time.

#### *Performance Uniforms*

Years 3 and 4: Striped top (long sleeved preferred), navy track pants, white socks and black shoes. Girls should wear blue or red hair accessories.

Years 5 and 6: Boys - grey trousers, blue shirt, navy jacket, grey socks and black shoes.

Girls - blouse, school skirt with navy tights or grey trousers and navy jacket with blue or red hair accessories .

#### *Year 5-8 Musical*

Every second year, music, drama and dance staff from across the School's campuses collaborate with students in Years 5 to 8 to produce a high-quality musical. Students will experience the thrill of participating in a cast of 50+ students, performing to large audiences in an authentic theatre experience. Past musicals have included Seussical Jr., The Lion King Jr. and Shrek Jr.

#### *Instrumental and Vocal Tuition*

Optional individual instrumental and vocal tuition is offered from Year 3 onwards to support student participation in ensembles. These are provided on a user-pay basis by experienced, specialist tutors in the areas of woodwind, brass, string or percussion instruments as well as piano and voice. Applications for individual lessons are reviewed by the Head of Morris, classroom teachers and the Head of Instrumental and Vocal Tuition as students are placed with tutors and lesson times scheduled.

To apply for lessons, parents are asked to use

the form which appears at the end of the [Vocal and Instrumental Tuition Guidelines](#).

If you have any questions regarding Music in Morris, please contact the Morris Office, a member of the Music Staff or [Music Administration](#).

#### *FriendsMusic*

FriendsMusic is a committee of parents, staff and the High School/Clemes student Music Representatives. It meets regularly to support the musical activities of the School and to conduct fundraising events. All parents whose children are involved in the School's music program are warmly encouraged to join. Meetings take place approximately six times per year in The Farrall Centre Green Room, commencing at 6.00pm and lasting approximately one hour. Please check What's On for details of meetings.



# Policies & Guidelines



# Policies & Guidelines

## Rights & 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, action will be taken in accordance with our positive behaviours flowchart.

### *Classroom Essential Agreements*

Each class has the opportunity to negotiate an essential agreement that guides the learning community in allowing each person to feel safe, supported and able to learn.

## 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 e-mail, text messages, graffiti or damage to the possessions of others
- victimisation of others by stand over tactics, picking on others, hurtfully excluding others, sexually oriented comments and other forms of sexual abuse, ridiculing someone's body shape or appearance.

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

### ***Who may be involved?***

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

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

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

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.

View the [Guideline on Bullying, Harassment and Discrimination](#)

## **Medication Guidelines**

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

Those most pertinent to primary students are reproduced below.

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

### **Analgesics**

Analgesics (e.g. paracetamol) may be taken in situations where a student has fever, injury or where alternatives have been tried. Analgesics will be administered only when parental

consent by a phone call has been obtained and if parents have given permission.

Where analgesics supplied by the School are administered to students the date, time, batch number, parent called and dose will be recorded in the student's file on the student database.

### **Prescribed Drugs and Other Medicine**

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.

When students require medication for short-term illnesses, the Head of School must be notified in writing by the parents/guardian if the drug is to be used during school hours. This can be done through the Morris Office. Medication for short-term illnesses must be held and administered by staff members designated with this responsibility by the Head of School. Whenever medication is administered to students, the date, time, dosage and brand are recorded.

Parents should ensure that children know how to use their own medicines responsibly. Students should on no account pass their medicines on to other students.

### **Long-term Management**

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

## **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.

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 per repair for all non-warranty repair jobs. Full details are outlined in the Computer Use Agreement that students and parents sign. 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 willful 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 school 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 [website](#) 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 Phones and other Personal Computing Devices**

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



check for inappropriate use.

Students who use their mobile phone devices, including watches, in school hours without permission or inappropriately will have them held at the Morris Office for retrieval by parents.

The School will not accept responsibility for the misuse, loss or theft of mobile phone devices and watches.

### **Fitness Watches**

Many students have fitness watches and use these as a part of their daily lives. Students are asked to have their notifications disabled during the school day to avoid distraction from teaching and learning.

The School will not accept responsibility for the misuse, loss or theft of personal items.

### **Sunsafe**

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.

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

### **Safe and Fair Play**

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. Students must sign out at the reception office of their campus prior to leaving the School grounds, and also sign back in if they return to School prior to the end of that school day. In this case, where students are attending as individuals, not representative of the School, we also ask that they wear plain clothes. For further details please refer to [Student and Staff Agency Guidelines](#).

### **Uniform Policy**

#### **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.

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 requirements. The School workplace guidelines for dress and skirt length are recommended to be a minimum length of no less than two-thirds of the total length between hip and knee.

Uniform changeover is not required. Students may choose to wear the options of uniform in

which they feel comfortably suited. Mixtures of options are not allowed, nor should there be any mix of formal and sports uniform.

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

Students in Kindergarten to Year 4 wear sport uniform each day with black sneakers.



In Years 5 and 6 formal uniform is to be worn every day, except for PE days, cocurricular days and other special days as notified. Year 5 and 6 students are to wear black leather school shoes with their formal uniform and good quality, supportive sports shoes with their sports uniform.

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

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

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

**Current uniform requirements are detailed in the [Uniform Price List](#).**

### **Co-curricular Sport Uniform**

Some co-curricular sports teams and representative squads require particular items beyond the standard sports uniform. Families will be notified in advance of requirements for these activities.

### **Student Fundraising**

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

### **Privacy Policy and Guidelines**

The School has developed a [Privacy Policy](#) and [Privacy Guidelines](#) in accordance with the [Australian Privacy Principles](#), to explain how we manage personal information.

You can access the policy on our [website](#) or by contacting the School's Privacy Officer on (03) 6210 2200.

# ARGYLE STREET CAMPUS





# COMMERCIAL ROAD CAMPUS

