

SYDNEY GRAMMAR SCHOOL



Notes for Parents

Revised November 2015

Headmaster's Introduction

This booklet contains statements of the School's current practice and policy in a number of areas for the information and guidance of parents. In none of these areas is it a comprehensive statement and it does not seek to be an exhaustive code. The contents of this booklet may be changed at any time, subject to law.

All the information presented here will be reviewed as necessary, and should be read in conjunction with the School Rules as they appear in the Diary. I hope you find the Notes useful.

Dr RBT Malpass
Headmaster

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1. Curriculum, Examinations and Reports

The academic curriculum is organized around the ideal of a liberal, prevocational education. (Our emphasis on the prevocational accounts for the lack of subjects such as computer studies, legal studies and business studies at the School.) Throughout a boy's life at Grammar, we insist that he pursue (as far as possible) a broad range of academic studies and disciplines appropriate to his talents.

The list below provides a general guide to the curriculum. In some cases, the School may exclude a boy from a subject if it is not necessary for him to take it, and if it would not be in his best interests to take it. General questions about subject choices are dealt with by the Director of Studies.

Some combinations of subjects will not be available in every year because of timetable and staffing constraints. The School also reserves the right to withdraw a subject from its programme at any time.

Form I

All boys take English, Mathematics, Science, Latin, French, History, Geography, Visual Arts, Applied Arts, Music and Personal Development, Health and Physical Education (PDHPE).

Form II

All boys take English, Mathematics, Science, Mandatory History and Geography, Visual Arts, Applied Arts, Music, PDHPE and two electives, chosen from Latin, German, History, Geography, Classical Greek, French, Italian and Chinese (Mandarin), subject to the constraints set out above.

Form III

All boys take English, Mathematics, Science, Australian Studies and PDHPE. Form II electives are normally continued. A third elective is chosen from Classical Greek, Italian, German, Sanskrit, Chinese, Geography, History, Visual Arts, Applied Arts and Music.

Form IV

Boys continue their Form III subjects except in very unusual circumstances.

Forms V and VI

In line with the School's requirements for breadth of study, all boys must study six subjects in Form V. In Form VI boys must study a minimum of four subjects, including at least two humanity subjects. We recommend that most boys study 12 units in Form VI. English is taken by all boys. In addition to English, HSC Courses are offered in Mathematics, Chemistry, Physics, Biology, Earth and Environmental Science, Latin, Classical Greek, French, German, Italian, Chinese, Japanese, Ancient History, Modern History, Geography, Economics, Visual Arts, Music, PDHPE, and Studies of Religion. These subjects offered are at 2-unit level (with the exception of Studies of Religion which becomes a 1-unit course in Form VI) and extension courses are available in English, Mathematics, Latin, Classical Greek, Chinese, History, French, German, Italian and Music. A second extension course is available in English and Mathematics, making it possible to study four units of both of these subjects.

Examinations and Reports:

At present each boy completes two sets of examinations each year.

In Forms I-IV the Half-Yearly Examinations are held in Term II and the Annual Examinations are held in Term IV. A progress report is sent at the end of Term I. A letter with examination results is sent by Housemasters following the Half-Yearly Examinations. A full set of Reports including comments from masters, class marks and examination results is sent at the beginning of Term III. A final Examination Report is sent at the end of Term IV.

In Form V the Half-Yearly Examinations are held in Term II and the Annual Examinations are held near the end of Term III. A progress report is sent at the end of Term I. A full set of Reports including comments from masters, class marks and examination results is sent at the end of Term II. A letter with examination results is sent by the Director of Studies following the Annual Examinations at the end of Term III. A final Examination Report is sent at the beginning of Term IV.

In Form VI the Half-Yearly Examinations are held in Term I and the Trial HSC Examinations are held at the beginning of Term III. A progress report is sent at the beginning of Term I. An Interim Assessment Report is sent at the end of Term II. A full Report including comments from masters and examination results is sent at the end of Term III.

Tutors call parents to discuss reports after they are posted. Parents should also contact their son's tutor if there is anything in any report which they would like to discuss. Any parents who do not receive a report should contact the tutor.

It is expected that all boys will complete each course at least to a Pass standard. Where work is unsatisfactory, a boy will receive an N grade. (In some cases a Conceded Pass is awarded). An N grade is regarded seriously. Repeated or multiple N grades will, in the absence of unusual circumstances, raise questions about a boy's remaining at the School or being promoted to the next year.

Dates of examinations are given in the School Diary. The Director of Studies communicates with parents each year on the matter of subject choice.

2. Co-curricular Activities

The School offers a range of activities outside the classroom. The details below concern those involving the largest numbers of boys.

i) Sport

Sport at Grammar is structured so as to support the School's liberal academic focus and not drive or influence it. Boys involved in the sports programme are generally expected to play a summer and a winter sport. Year-round organised team coaching for one particular sport is not permitted, and the School strictly enforces limits on the amount of time allocated to training.

Boys must take part in a School sport at least until the end of Term III in Form V. The sports programme includes Football, Rugby, Cross-Country Running, Rowing, Cricket, Tennis, Fencing, Volleyball, Basketball, Athletics, Rifle Shooting, Swimming and Taekwondo. Many of these are pursued as GPS activities and involve a game each Saturday and two practices after school each week during the season.

The School requires boys attend training and/or selection practices and to play in games if selected. Boys who are not selected for teams will be given other opportunities.

When it comes to considering involvement with sport outside school, in clubs for example, we expect all boys, whatever their talents, to treat their School team obligations as the priority. If there is a clash between School and club commitments, the School must come first.

Information on sport, including details about coaches and directors of particular sports, may be obtained from the Sportsmaster, who can also help with advice on the sport best suited to your son. The Sportsmaster's Office may be contacted by telephone on 9332 5832 or by email at jmt@sydgram.nsw.edu.au.

Details about weekly fixtures, wet weather arrangements and so on may be found on the School's website, www.sydgram.nsw.edu.au.

A detailed Sports Newsletter is distributed to all families in Term IV. It is also available on the School website. *Further information relevant to sport appears in the section below on Safety, Welfare and Discipline of boys.*

ii) Music

The Music Department offers a broad programme in academic musical studies along with individual instrumental tuition, musicianship classes, and participation in ensembles, both instrumental and vocal.

The School runs a number of orchestras, bands and choirs and numerous smaller ensembles including string quartets, guitar and jazz groups. Selection is by audition. Inquiries or complaints about selections should be made to the Chairman of the Music Department. As part of their musical education, boys who learn an instrument at the School are required to take part in a School ensemble in Forms I to IV. Membership of an ensemble is also compulsory for all boys in Elective Music classes.

Australian Music Examination Board (AMEB) examinations are held twice a year. For the September session, the School assists in providing instruments and holding aural classes. Inquiries about these examinations and about instrumental lessons should be made directly to the Music Department.

Punctual attendance by all musicians and singers at all rehearsals and other sessions is vital. For this reason other appointments must not be made at such times unless they are unavoidable. Leave must be sought in advance for any absence except in case of illness or other emergency and it should not be assumed that it will be given. Proper rehearsal behaviour is essential for all ensembles and boys who persistently fail to co-operate may be suspended or removed from an ensemble.

The Sydney Grammar School Music Association supports the School's Music programme, raising funds for the purchase of instruments, for tours and for scholarships. Parents are welcome to join in this important work. The Committee of the Association helps in the running of the programme of concerts.

Further information, including information on concerts and other performances, is available from the Music Department Secretary, the School Diary (a weekly rehearsal schedule is printed in the back) and the School's website, www.sydney.nsw.edu.au.

iii) Debating and Public Speaking

The debating programme involves boys taking part in the Independent Schools Debating Association competition, the Eastside Debating competition and the GPS competition, and includes weekly training sessions.

Public Speaking is run as a separate programme and boys are entered in a number of competitions.

iv) Cadets

The Army Cadets are currently run by Mr Cree, and the Air Force Cadets by Mr Roach. Cadet training aims at the development of self-reliance and personal discipline, with an emphasis on learning how to survive in the field, navigate, climb, and perform simple first aid.

Other activities

If an excursion or camp is an official School activity it may be compulsory or voluntary. If it is compulsory boys will be required to attend unless there is a good reason (such as a relevant health reason) why they should not. The School must be notified in advance of such a reason (except of course in sudden emergencies when it should be notified as soon as possible). Parents will, of course, be notified in advance of all compulsory overnight excursions.

If an excursion is voluntary parents will be given information about it and their consent will be sought for their son's participation. Liability is excluded in respect of excursions under the Conditions of Enrolment and Admission as amended.

In addition to these major activities there are various clubs and societies listed in the Diary. Some societies are formed in connection with particular disciplines, such as the Maths Group or Science Beyond the Curriculum. Enquiries may be made to tutors and relevant subject masters or masters-in-charge. A number of the clubs and societies form part of our arrangements for the academic extension of interested boys. There are more formal programmes of academic extension covering scientific, literary and musical areas.

Parents should note that they are responsible for seeing that their sons attend weekend and evening events and are picked up afterwards. Transport to and from such events is not provided by the School, unless by prior specific notification.

3. Safety, Welfare and Discipline of Boys

The School is committed to providing a safe environment in which boys can develop intellectually, emotionally and socially. It recognises the primary responsibility of parents for their sons, and is committed to working with them. Policies on a number of matters, from bullying to drugs and child protection in general, have been adopted by the School. (See Policy on Bullying, Policy on Sexual Conduct, Policy on Drugs, Tobacco and Alcohol). They go hand in hand with the School Rules printed in the Diary.

Welfare of Boys – General Comments

The welfare of boys at the School guides the discipline, teaching, pastoral care, co-curricular activities, physical environs and health and safety procedures and policies adopted by the School.

In regard to discipline, there is no corporal punishment. Insults are prohibited. Detentions are only imposed after due consideration by Housemasters, tutors and senior masters. Boys and parents may raise grievances about disciplinary decisions with senior masters such as the Senior Master, Senior Housemaster and the First Form Housemaster and ultimately with the Headmaster.

Discipline is integrated into the pastoral care system of Houses, Tutorials and the Lower School with a view to taking the individual's case fully into account and emphasising help and encouragement, while still imposing penalties where they will be salutary.

The Tutorial system exists to facilitate contact between parents and the School, to offer one-on-one advice and support to boys in a small group setting, to provide guidance and help in personal development and welfare, to help stimulate intellectual development outside the curriculum, and to ensure that discipline is appropriate. The School also has a Counsellor and House Psychologist who are available to give advice to boys and parents. Housemasters and Form I Tutors are the principal pastoral care authorities for each boy in most circumstances.

There is also a Learning Support Programme for boys who require additional academic support. This involves a number of masters and operates under the authority of the Director of Studies.

If problems arise, parents should not hesitate to raise any matters which they think are or may be relevant to their own son so that the situation can be fully discussed at the earliest possible stage and consideration given to relevant strategies, along with the consideration as necessary of relevant expert advice.

The co-curricular programme of the School is varied and it is intended to provide for a wide range of aptitudes and interests. We encourage an individual approach which also builds School spirit through the recognition of the achievements and efforts of others in many fields. We do not believe in moulding our boys in one pattern by giving prominence to any one type of co-curricular activity at the expense of others.

Likewise, the School, which is secular in character, has a range of ethnic and religious (and non-religious) backgrounds represented among its pupils. A fundamental value we seek to promote in our School community is mutual acceptance and regard among all our pupils. One way in which we pursue this is to discourage any form of bullying, harassment or violence. We also seek to provide safe premises and effective supervision of boys at the School and on School activities.

Health

The School has a **Health Centre** with a registered nurse, open on weekdays from 8.00am to 4.00pm.

It is important that the School has full and up to date health information on each boy. This is kept in accordance with requirements of confidentiality and privacy. Our records are based on information provided by parents. From time to time the School will send out a form calling for amendments or additions to the information we have but the obligation is always on parents to notify the School of any changes. This is particularly important if a boy suffers from a serious or chronic health problem or needs to take medications while at school or on a school activity. The School has a **Medication Policy** to cover that situation.

The School has a Medication Policy to cover that situation which may be summarised as follows:
(See **Policy on Medications** for full text).

- Boys are not allowed to bring any medication or medical aid into the School without permission;
- Permission will only be given after the School receives written authorisation from a boy's parents and his doctor;
- Such medications will be kept in the Health Centre and taken under supervision unless the boy's condition makes it necessary for him to keep the medication or aid about him at all times;
- Medications must be brought in to the School in their original container unopened;
- If a boy has a serious or chronic condition an understanding must be reached between School and parents as to the management of the condition while the boy is under the care of the School;
- If the School believes it is not safe or imposes unjustifiable hardship for the boy to attend school, then he may be required to stay away for as long as necessary.

It is particularly important that the School be notified in writing of any changes to boys medical circumstances prior to an overnight camp or excursion. On an excursion the master-in-charge needs to know about any health problems, disabilities or medications so he or she can make proper arrangements for supervision. It is therefore vital that the information held by the School be full, accurate and up to date.

In the event of a sudden accident or other health emergency befalling a boy while he is in the care of the School, the School's **Procedures for Emergencies** will come into effect. They are summarised in Notes for Parents – Emergency Procedures (see Notes for Parents – Emergency Procedures).

The School is required by law to report cases of various infectious diseases including the following: diphtheria, measles, mumps, whooping cough, poliomyelitis, rubella, tetanus. NSW Health has also published a list of infectious conditions indicating the relevant requirements for sufferers and their contacts to stay at home. (See Information on Infectious Diseases) Further information is available on the NSW Health website www.health.nsw.gov.au under the heading of Infectious Diseases.

The School has an incident reporting system which allows it to collect details of significant incidents involving injury, illness or accidents as appropriate. These reports keep senior masters informed, allow investigation, and provide information which we can use to help reduce risks and hazards to boys, staff and others at the School. There is also a system for reporting of potential or suspected hazards so that an assessment can be made as required even where there has been no accident or injury. These measures form part of the School's Health and Safety Manual. Associated with the Manual are a range

of special policies and procedures for particular areas such as Science Laboratories, Applied Arts and the various sports played by boys.

Pastoral Care and Discipline

Pastoral care and discipline are provided by Housemasters and Tutors, under the direction of the Senior Housemaster and, in the case of boys in Form I, the First Form Housemaster.

Each boy is a member of a Tutorial with about twelve members under the charge of a tutor who is responsible for keeping a general eye on progress, acting as the first point of contact for parents and writing tutor's letters in reports.

If a boy is absent the parent must call the School (on 9332 5800) by 12 noon on the same day **as well as** sending a note to the Senior Housemaster or First Form Housemaster on the boy's return. Parents should also be familiar with the School Rules and Uniform requirements, which are set out in the School Diary.

Boys see the School Counsellor or House Psychologist in appropriate cases. This normally follows a Housemaster's referral but a boy may speak to either on his own initiative.

Arrangements for discipline are based on a system of reporting to Housemasters who are then responsible for monitoring problems, contacting parents as necessary, talking to boys and if necessary admonishing them and imposing Housemaster's Detentions where appropriate.

The School's **Discipline Procedures** are summarised below.

[See School's Discipline Procedures for more detail]

If there is any allegation or suspicion of wrong-doing by a boy he may be questioned by the appropriate master. This could be the class teacher asking about homework or misbehaviour in class, for example, or it could be the boy's Housemaster talking to a boy about some misconduct for which he has been placed on report by another master. In more serious cases, the Senior Housemaster, Senior Master, or the Headmaster himself may speak to a boy. Other senior masters may be involved in some cases, such as the Sportsmaster or the Director of Studies. A boy may also be spoken to by his tutor. In appropriate serious cases, parents will be contacted. This is done when a boy has been awarded a Form I Housemaster's Detention or Housemaster's Detention or Senior Housemaster's Detention. Where a serious penalty may be imposed, such as a Saturday Detention, suspension or expulsion, the School will contact the boy's parents where practicable to discuss the matter before any final determination of a penalty. In very serious matters the School will try to contact parents as soon as it is clear what has been alleged or suspected and, where appropriate and reasonably practicable, will invite parents to attend interviews with their sons. Whether this is done will depend on factors such as the urgency with which it is necessary to ask questions and the seriousness of the matter and any other relevant factors.

The School reserves the right to question, as appropriate, boys who are or may be able to provide information about alleged or suspected wrong-doing by others. Parents will be contacted about this if there are grounds to believe that the boy will suffer or be at risk as a result of answering questions about someone else. The School will ensure the confidentiality of such interviews as far as possible.

Supervision is provided for boys during morning break and at lunchtime on the school premises. Boys in First Form may go to the Museum if they have a pass signed by a parent and the Form I Housemaster. Older boys may go out of the school within certain bounds at lunchtime on terms set out in the School Diary. There is a limited supervision of boys before class from 8.00am and again between 3.00 and 4.30 pm. Boys must not stay at the School after 4.30 pm unless they are studying in

the Library which remains open until 6.00pm, or unless they have rehearsals or other specific activities at the School.

The School provides supervision in the Library and Computer Room to prevent boys using the Internet for viewing unsuitable material.

Welfare and Discipline in Sport

The conduct of games and practices by coaches must, above all, protect the safety and well-being of boys, as well as providing appropriate technical training. To these ends the School instructs its coaches to display an encouraging and positive approach and to avoid all forms of abuse, including verbal abuse. Competition is important but should be kept within proper perspective. At all times the coach is responsible for and in charge of the boys. The School also provides supervision by masters as far as practicable.

Selection of teams is the responsibility of the relevant directors, masters and coaches and is a matter for their judgement. What they decide will not be disturbed except on clear evidence of bias, prejudice or unreasonable behaviour. They will advise boys of selection procedures. Parents must particularly avoid any comment to other parents or boys to the effect that a particular selection is wrong and must avoid allowing or encouraging their son to make any such comments. This sort of thing can lead to great unpleasantness and can carry over into other areas of school life.

If a parent is dissatisfied with any aspect of the coaching or management of his or her son's team or with any aspect of selection, then the issue causing concern should be discussed with the director of the relevant sport. If this does not provide a solution or if the parent feels uncomfortable talking to the director then the Sportsmaster should be contacted. In cases where this procedure still leaves a parent dissatisfied, the matter should be raised with the Headmaster. The Sportsmaster should be contacted directly if the parent believes that there has been serious misconduct by a coach.

It is vital that concerns regarded by a parent as important should be raised without delay. Sometimes parents have raised at the end of a season, issues which have worried them for most or all of the season. This can prevent the timely resolution of issues, cause an unnecessary build-up of anxiety or anger and make it more difficult for the School to determine all the facts accurately (because of the lapse of time). Sometimes parents express fears that their sons will suffer some form of discrimination if they make a complaint. The School does not tolerate anything of that kind.

Conversely, if a boy misbehaves in sport, whether at a game or practice or while on tour, he will be disciplined in a graduated manner. The coach, master-in-charge or director may put the boy on report to the Sportsmaster, the boy's Housemaster or Lower School tutor. The boy may receive a Housemaster's or Sportsmaster's Detention. Matters of greater gravity will be brought to the attention of more senior masters and more serious penalties may be imposed. Instead of or in addition to any such penalties, a boy may be suspended or excluded from a team or a sport in appropriate cases. As a matter of general principle, sport is an area in which the ordinary requirements and procedures of School discipline apply. As with parental concerns and complaints, concerns held by coaches or masters about a boy's conduct must be dealt with quickly and correctly.

The School does not condone the taking of sports dietary supplements to enhance physical development, muscular development or sports performance.

Child Protection Legislation in New South Wales

The Parliament of New South Wales has enacted various laws aimed at protecting the welfare of children and dealing with allegations or suspicions of abuse. Under these laws alleged conduct on the part of those working at the School that must be reported (to the Ombudsman) includes sexual assault, physical assault, neglect and psychological harm. Where sexual misconduct or serious physical assault has occurred, notice must be given to the Office of the Children's Guardian, which can bar a person from working with children.

A Child Protection Policy has been issued to masters. The policy sets out categories of reportable conduct, and outlines possible signs of abuse (which involves mandatory reporting to Community Services when there are reasonable grounds for suspicion that a child is at risk of significant harm for various reasons) such as marks of injury, poor health or hygiene, behavioural problems and symptoms of emotional distress or low self-esteem. The Policy requires masters and other employees of the School to report allegations or suspicions of reportable conduct and abuse to the School. Senior masters who receive such information must inform the Headmaster. The School will notify the outside bodies mentioned as required by law.

The School also has a detailed Code of Conduct for staff, including a Policy on Professional Propriety. This policy includes prohibitions on sexual, physical and verbal abuse and on inappropriate and unwarranted touching of boys as well as inappropriate references and comments. It requires masters to avoid social contact with boys outside the School context unless a boy's parents and the Headmaster are aware of it and approve. It covers and appropriately limits some other matters, such as lifts given by masters to boys. Inquiries concerning this Policy may be made to the Senior Master.

As a further part of its programme to meet its obligations to boys, and as part of its overall approach to discipline, the School has adopted a Policy on Bullying, a Policy on Drugs, Tobacco and Alcohol and a Policy on Sexual Conduct and Related Matters. (Please see Policy on Bulling, Policy on Drugs, Tobacco and Alcohol and Policy on Sexual Conduct and Related Matters). These policies are aimed at protecting boys from abusive or inappropriate conduct by other boys and adults which might affect them physically or emotionally.

The School's Child Protection Policy also includes material on pre-employment screening and checking and the procedures to be followed by the School in the event that an allegation of reportable conduct made against someone working at the School needs to be investigated.

The Ombudsman's Office is responsible for receiving reports on and monitoring such investigations.

The Office of the Children's Guardian is responsible for pre-employment screening. This process excludes those with relevant criminal convictions and persons barred from working with children.

The School will be in contact with the parents of any boy who is alleged or suspected to have been subject to any form of abuse by a teacher, other student or any other person to inform them of the allegations or concerns, except that if an allegation has been made against the parent, the matter will be notified to Community Services and the parent may not be informed by the School of the allegation. All inquiries will be conducted with discretion and confidentiality.

It is of course expected that parents will conduct themselves appropriately in relation to boys of the School at all times and they should report to the School any concern about the conduct of another parent.

Policy on Bullying

1. The School is committed to taking appropriate measures to protect the physical and emotional security of the boys under its care. It recognises that bullying is detrimental to that security.
2. Bullying is aggression aimed at hurting someone physically or emotionally. This aggression can be direct or indirect and takes the following forms, among others:
 - (i) direct physical aggression (e.g. hitting, pushing, spitting)
 - (ii) threats of physical aggression
 - (iii) direct verbal aggression (e.g. insults; swearing at someone; sarcasm; belittling comments about appearance, ethnicity, abilities, religion, social background, medical or psychological problems, disability or sexuality, actual or supposed)
 - (iv) written forms of abuse (e.g. notes; graffiti; email; internet messages)
 - (v) intimidation or pressuring (e.g. blocking someone's way; demanding money, food or other objects)
 - (vi) nuisance activities (e.g. taking, hiding or damaging a person's property; nuisance phone calls)
 - (vii) indirect aggression (e.g. snubbing; pointedly excluding someone from groups and activities)
 - (viii) sexual harassment (See Policy on Sexual Conduct)
3. Teasing and jokes involving teasing are often a form of bullying. (If a boy knows or intends that another boy will be hurt or ought to know it, then bullying is involved. If someone says he does not like jokes which refer to him then the boy making the jokes must stop them and should apologise. Even if there is no such comment and even if the boys are friends, it is not all right just to assume that the joke is acceptable.)
4. It is wrong to take part in bullying in any way. This includes standing by and laughing. Boys who witness bullying must not get involved in fights to stop it. If the situation involves violence or the possibility of violence, they must seek adult help immediately.
5. No boy who is bullied need be ashamed. It is the bullies who have something to be ashamed of. If a boy is bullied he may ask the bully to stop. If the boy affected does not feel able to do this or if it has been tried unsuccessfully or he is being bullied by a number of boys, then he must report the matter to his parents or to his Tutor. Parents should inform the School through the Senior Housemaster or First Form Housemaster. Boys who witness or become aware of bullying affecting others must inform the Senior Housemaster or First Form Housemaster. Tutors will notify the Senior Housemaster or First Form Housemaster and will keep a note of events, so the School can be aware of patterns of conduct.
6. If parents observe symptoms of aggression, anxiety or depression in their son, such as forgetfulness, fearfulness, preoccupation, irritability or reluctance to go to school, or if they receive unusual requests for money or notice damaged clothes

or bruises, they should speak to their son and contact the Senior Housemaster or First Form Housemaster. They should report any suspected or alleged bullying by adults or boys. Parents should not take the matter up directly with the suspected or alleged bully or his parents. The senior masters contacted will take steps to investigate, to stop any bullying found to be occurring, and prevent victimisation as a result of the complaint, whether or not it proves well-founded. The parents of all boys concerned will be informed and consulted as appropriate.

7. If a boy or his parents know or believe that the boy is being bullied on his way to or from school by children, youths or adults who are not part of the School, then the Senior Housemaster or First Form Housemaster should be informed immediately. While the School does not control the actions of outsiders and is not responsible for them, it will do its best to protect boys from this type of bullying, by contacting the relevant authorities, gathering information where possible, and by giving appropriate advice and warnings to boys and parents.
8. Masters, coaches and other adults working in the School must take steps to encourage courteous behaviour among boys both by precept and example. They must report all acts of bullying, as defined in this Policy, to the Senior Housemaster or the First Form Housemaster, whether the bullying is the act of an adult or a boy. They must immediately discourage any behaviour which may be preliminary to bullying.
9. Whenever bullying has been found to occur, the School will act as appropriate to the particular circumstances to take disciplinary measures, change attitudes, provide pastoral attention, pursue reconciliation and seek an apology. In cases of serious or repeated bullying, a boy's or adult's place in the School may be terminated.
10. The School is committed to the implementation of a pro-active programme against bullying. This involves education in PDHPE classes, pastoral care through Houses and Tutorials and instruction and direction of masters as well as maintaining an up to date awareness of the issues.
11. The School prohibits all harassment and victimisation of pupils with disabilities, on the basis of disability, including any forms of bullying referred to in this Policy. This issue will be addressed in professional development and pastoral care programmes at the School, and regular reminders will be issued as appropriate in staff meetings and school assemblies.
12. Any pupil or parent may complain about a breach of this policy to the Headmaster and all staff must report any knowledge or suspicion of a breach to the Headmaster without delay. The Headmaster will ensure that the matter is investigated thoroughly, promptly and fairly by an appropriate member of staff, normally the Senior Master, with due regard to its gravity. Where appropriate, disciplinary action will be taken against a pupil or member of staff commensurate with the nature of the misconduct.

Policy on Medications

After careful consideration of the medical and legal issues involved and of policies and practices in other schools and school systems, the Trustees have adopted a Policy on Medications, which are taken by boys while at school.

School Policy on Taking Medications at School and Related Matters

1. Boys may not take prescribed medications at school or during school activities except as follows:-

- A letter from the boy's parents must be received setting out the type of medication as well as times and dosages to be taken. The letter should be sent to the boy's Housemaster or (for Form I boys) the First Form Housemaster or to the relevant Preparatory Headmaster.
- The medication must be taken under the supervision of the School Nurse (at College Street), the Preparatory School Secretary, Form Master or the master-in-charge of an excursion or activity and must be kept securely by the Nurse, Secretary or master-in-charge.
- Medications must be supplied to the School in unopened original containers correctly labelled.

2. Boys will be allowed to keep medications themselves when at school if they may need to take them very urgently or if the risk of doing so is low. This applies to asthma puffers. However, permission to keep a medication will not be given to a boy if the School does not consider it safe to do so (for example, if the boy is not sufficiently mature). An indemnity may be required in some cases.

3. Parents must inform the School of significant medical and health issues affecting their sons and where necessary a plan of management will be devised in consultation with them. Where medications are involved, they will be taken into account in the plan. There may be situations in which it is not appropriate for a boy to attend school for a time. If this happens, assistance will be given so that the boy can keep up with his work as well as practicable.

4. Where possible, boys should take medications at home. If this is normally the case, the School must still be notified if a boy will have to take medications during an excursion, camp or other activity.

5. Paracetamol may be supplied by the Nurse at College Street or the Preparatory School Office if parental permission has been given.

Polaramine/Claratyne/Aerius (Antihistamines) may be given in appropriate circumstances as the first step in an agreed Management Plan for boys who have allergic reactions. An EpiPen may need to be used for boys suffering anaphylactic shock.

Notes: In the case of boys at College Street, medications must be taken to the Health Centre. The designated person in charge until further notice is the School Nurse. Further

information will be provided as necessary concerning arrangements for the taking of medications on excursions.

Inquiries: Parents with questions about the Medication Policy should contact their son's Housemaster or Tutor; speak directly to the Senior Housemaster or (in the case of Form I boys) the First Form Housemaster, in regard to more serious health problems; or they may make inquiries of the Senior Master. Inquiries can also be made to the School Nurse on 9332 5828.

Policy on Sexual Conduct and Related Matters

1. There must be no conduct of a sexual nature between a boy of the School and a master or other employee of the School.
2. There must be no conduct of a sexual nature between any boys of the School at the School or at any School activity or otherwise.
3. Sexual conduct includes physical contact of a sexual nature, exhibitionism and requests for sexual favours. It can include inappropriate sexual references aimed at creating a sexual atmosphere, encouraging sexual conduct or embarrassing another person.
4. Sexual conduct may also be sexual harassment. This involves unwanted sexual conduct which troubles or embarrasses another person. Sexual harassment is totally unacceptable.
5. Sexual abuse may occur if an adult or older boy engages in sexual conduct with a boy who is younger. Where there is a significant age difference and there is physical contact of a sexual nature, then the conduct will be sexual abuse. Other forms of sexual conduct may also amount to abuse in some cases. Alleged or suspected sexual abuse of a boy at the School by any other person must be reported to the Headmaster and will be notified to the relevant authority.
6. Any master, boy or parent who has concerns in regard to any conduct related to this policy must notify a senior master of the School. Advice can be obtained from the School Counsellor.

Policy on Drugs, Tobacco and Alcohol

1. Sydney Grammar School is committed to promoting and protecting the health, safety and welfare of the boys in its care.
2. The School recognises that parents are the primary care givers of their sons and their best protection against drug abuse. The School is committed to working with them in the interests of the boys.
3. The School is committed to being completely drug-free. Use, possession or supply of illegal drugs at school or elsewhere makes a boy and an employee liable to immediate dismissal from the School.
4. Prescription and other legal drugs may only be brought to school or a school activity and used there in accordance with the School's Policy on Medications.
5. All parts of the School are non-smoking areas at all times.
6. Alcohol may not be used at School or any School related event by any boy who does not have the permission of his parents and the Headmaster. No boy who is not in Form V or VI will be given the Headmaster's permission in any circumstances.
7. Illegal or improper use, possession or supply of alcohol or tobacco by a boy is a serious offence.
8. The educational programme of the School, in all areas, is dedicated to the formation of thoughtful, morally sensitive and responsible young men able to act as effective social beings. The School believes that achievement at school helps to protect young people from the danger of drug abuse. Specific drug education is also provided to help meet the needs of the boys.
9. The School recognises the need to work within its community, including parents, other independent schools, state and local government and non-government agencies, in dealing with the issue of drugs. It is committed to maintaining an up-to-date awareness of the relevant issues, including issues of boys' education and cultural diversity, and to the provision of professional development for masters in this area.
10. House Masters, Tutors and the School Counsellors, as well as the First Form Housemaster and Preparatory School Headmasters, have a special role in the pastoral care of the boys. They are available to talk to boys and parents.
11. If any master knows or suspects that a boy has used, possessed or supplied any drug illegally or abusively a report will be made to the relevant senior master and the Headmaster. The boy's parents will be informed.
12. The School expects parents to support the Drug Policy and to foster appropriate behaviour on the part of their sons at all times, including social gatherings.
13. If material is suspected of being an illegal drug is discovered on an excursion, camp or other School activity, or at the School itself, the police will be contacted immediately.

Information on Infectious Diseases - Exclusion from School

Note: * *Exclusion of cases* column refers to the sick person.
 * *Exclusion of contacts* column refers to family etc., of the sick person.

Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases

National Health and Medical Research Council, January 1997

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chickenpox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reasons for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus influenza type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is	Not excluded.

	received, but not before several days after the onset of jaundice or illness.	
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded.
Hookworm	Exclusion not necessary	Not excluded.
Human immune-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded.
Influenza and influenza-like illnesses	Exclude until well	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded.
Measles	Exclude for at least four days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacterial)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded

Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well	Not excluded
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority	Not excluded unless considered necessary by public health authorities
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics)
Worms (intestinal)	Exclude if diarrhoea present	Not excluded

Notes for Parents - Emergency Procedures

The School's **Procedures for Emergencies** (in summary) are as follows:

- For minor illnesses or accidents boys go to the Health Centre when at school or are attended to by the master, coach or physiotherapist/chiropractor if at sport. First Aid facilities are available at Weigall.
- Parents are contacted if a sensitive part of the body is involved or there is reason to suspect any complication or if the matter may be serious or require further attention.
- Sports coaches are required to have contact details for parents of their team members.
- First Aid is given as appropriate.
- Boys will be taken to a doctor or hospital if it is judged necessary and parents will be contacted (See the Consent for Emergency Treatment in the Conditions of Enrolment and Admission). Under the Conditions of Enrolment and Admission, as amended, consent is given by all parents for the School to seek and authorise emergency treatment for a boy.
- Serious illnesses or accidents on camps and excursions will be notified by the master-in-charge to the School and the parents will be contacted as soon as possible.
- Accidents are recorded and notified within the School under its procedures.

The School's Discipline Procedures

The School's approach to discipline is closely bound up with its approach to pastoral care. It involves masters (and prefects) putting boys on report to their Tutor (for boys in Form I) or their Housemaster (for boys in Forms II to VI). A report is made by way of a form which sets out the name of the boy and the reporting master and the conduct or omission which the master wishes to report. This facilitates proper pastoral care, a more consistent approach and proper procedural fairness. Masters must put the completed report form in the proper place (a box in the Masters' Reception Desk) on the same day. Boys in Forms II to VI report to Housemasters before school on the following day.

This enables the Housemaster or Form I Tutor (who are pastoral care masters) to consider the circumstances reported and the needs and record of the particular boy. A Housemaster or Form I Tutor will respond in a considered manner after he has spoken to the boy and heard what he has to say. The action taken may be advice or counselling, a reprimand or warning, contact with parents, a reference to the School Counsellor or, in appropriate cases, a Housemaster's Detention or Lower School Detention. Such Detentions involve doing written work after school for one hour and half an hour respectively. They are notified in writing to parents using a standard card. In cases of serious or repeated misconduct or serious or repeated failure to fulfil obligations, the Housemaster or Form I Tutor may approach the Senior Housemaster or First Form Housemaster. The former may impose a Senior Housemaster's Detention and the latter may impose a Lower School Extended Detention. These Detentions involve doing written work after school for two hours and one hour respectively. They are imposed only after a boy has had an opportunity to be heard. Parents receive a letter of advice.

In more serious cases, a boy may be given a Saturday Detention (which involves attendance at school to do written work from 8 am until 1 pm on a Saturday, with a break, or attendance at school on the afternoon of a half day holiday at the end of Term I or Term IV to do written work from 1 pm until 5 pm, with a break). Saturday Detentions are awarded by the Senior Master in consultation with the Senior Housemaster or First Form Housemaster. Boys are given the opportunity to be heard and parents are contacted (usually through the boy's Housemaster) and invited to attend for a meeting or comment through the Housemaster wherever practicable before this penalty is finalised. On some occasions parents are not just invited, but requested to attend a meeting. Saturday Detentions do not involve many boys (usually between about 3 and 6 each Term) and are normally held only once each Term, at or near the end of Term, if there is any need. The Senior Master writes to parents after the imposition of the penalty.

In very serious cases, a boy may be suspended. This is determined by the Senior Master (or the Headmaster) in consultation with the Senior Housemaster or the First Form Housemaster. Boys are heard and parents invited to comment wherever practicable before the penalty is given. The Senior Master writes to parents after determination of this penalty. In most cases, the suspension will be for one day. For especially serious matters, a longer suspension of a week may be given. Suspensions are rare.

A boy may be excluded from school for a time by the Headmaster or Senior Master if his conduct poses a risk to the safety of other boys or masters or to his own safety. Parents are consulted beforehand wherever practicable. Conditions may be imposed before the boy is readmitted.

In extremely serious cases a boy may be expelled from the School. Any expulsion is determined by the Headmaster in consultation with the Senior Master and the Senior Housemaster or First Form Housemaster. Both the boy and his parents will be heard before such a decision is made. Expulsions are very rare.

Masters may not impose informal penalties of their own devising, such as lunchtime detentions or imposition of punitive (as opposed to remedial) tasks or work or requiring boys to pick up papers.

Masters need not report a boy for very minor and isolated infractions. They may reprimand and warn but must do so in a moderate fashion, without insults, swearing or unnecessary raising of their voice or any other conduct prohibited by the School's Child Protection and Professional Propriety Policies. In particular, no use or threat of violence may be used. The School does not permit any form of corporal punishment, whether formal or informal.

Records are kept by the responsible masters of disciplinary matters and an entry is made in a boy's secure electronic discipline record whenever he is placed on report or given a penalty. This is done in such a way as to preserve proper privacy and confidentiality.

Disciplinary action is related to pastoral care through the advice given by Housemasters, Form I Tutors and more senior masters. The Tutors of boys in Forms II to VI have no power to impose penalties. They have a more exclusively pastoral role, meeting boys daily. However, they may call a boy's attention to his poor conduct and may suggest to his Housemaster that a penalty be considered. Housemasters will consult Tutors as appropriate. Boys can also be referred to the School Counsellors but they have no disciplinary function.

In cases of lack of application and progress, a boy may be placed on Weekly Report or on a Director of Studies Report or be the subject of a warning or letter to parents from the Director of Studies.