

SYDNEY GRAMMAR SCHOOL



NOTES FOR PARENTS

Revised July 2006

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 J.T. Vallance
Headmaster

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APPENDICES

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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 a broad range of academic studies and a range of disciplines appropriate to his talents, as far as possible.

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 details of subject choices are dealt with by the Director of Studies, Mrs Smith.

Some combinations of subjects may 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, Art, Design and Technology, Music and Physical Education.

Form II

All boys take English, Mathematics, Science, Global Studies/Western Civilization, Art, Design and Technology, Music and Physical Education and two electives. One elective is chosen from either Latin, German, History or Geography, and the other from Classical Greek, French, Italian, Chinese, History or Geography.

Form III

All boys take English, Mathematics, Science, Australian Studies and Physical Education. Form II electives are normally continued. A third elective is chosen from Classical Greek, Italian, German, Sanskrit, Chinese (Mandarin), Geography, History, Art, Design and Technology or Music.

Form IV

All boys take English, Mathematics, Science, Australian Studies and Physical Education and continue with their three electives from Form III.

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 normally require a boy to 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 (Mandarin), Japanese, Ancient History, Modern History, Geography, Economics, Visual Arts, Music and PDHPE. All subjects offered are at 2-unit level 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.

At present each boy completes an Annual Examination in each subject in Term IV and a Half-Yearly Examination in Term II. (In Form VI, the Annual Examination gives way to the Trial HSC in Term III.) Each set of examinations is followed at the end of term by a report giving the examination results. In First and Third Term, a report covering class work and progress will be issued.

Parents should contact their son's Tutor if there is anything in any report which they would like to discuss. Reports are posted to parents at or near the end of term. 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 Pass standard. Where work is unsatisfactory, a boy will receive an N grade. This is regarded seriously and in the absence of unusual circumstances, will raise questions about a boy's remaining at the School or being promoted to the next year, particularly in the event of repeated or multiple N grades.

Dates of examinations and reports, and deadlines for choice of subjects are given in the Newsletter and the 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

A boy must take part in a sport at least until the end of Term I in Form V. The sports programme includes Football, Rugby, Cross-Country Running, Rowing, Cricket, Tennis, Fencing, Volleyball, Basketball, Athletics and Rifle Shooting. Most 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 in Forms I-IV and in the first term of Form V to attend training and/or selection practices (as required) and to play in games if selected. Boys who are not selected for teams will take part in an internal sports programme two afternoons per week. They may be invited to try for selection in another sport.

Senior boys are encouraged to consider applying for team selection but do not have an internal sports programme.

Information on sport, including details about coaches and Masters-in-Charge of particular sports, may be obtained from the Sportsmaster, Mrs Ditmarsch, who can also help with advice on the sport best suited for your son. Her office may be contacted at 9332 5832 or by fax on 9332 5897.

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, individual instrumental tuition, musicianship classes, and 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 ensembles. Selection is by audition. Inquiries or complaints about selections should be made to the Director of Music. As part of their musical education, boys who learn an instrument at the School are required to take part in a School ensemble in Form I and II. In other Forms ensembles are only compulsory for boys in Elective Music classes.

Australian Music Examination Board examinations are held at the School each September and boys may enrol through the School in the May session as well. For the September session, the School assists in providing instruments and holding aural classes. Inquiries about instrumental lessons should be made to the Master in Charge of Practical Studies, Mr Weir.

Punctual attendance by all musicians and singers at all rehearsals and other sessions is vital. For this reason medical appointments must not be made at such times unless 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 to run the concert programme.

Further information, including information on concerts and other performances, is available from the Music Department Secretary, the School Diary and the School's website, www.sydgram.nsw.edu.au.

iii) Debating and Public Speaking

The Debating programme involves the entry of teams in the Independent Schools Debating Association competition, the Eastside Debating competition and the GPS competition, and includes weekly training sessions.

Public Speaking runs as a separate programme under Dr Windon. He selects and enters boys 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 is based on 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

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. 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. Dr Bishop and Dr Hughes run a more formal programme of academic extension covering scientific, literary and philosophical 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; these policies are summarised or set out below. They inform the treatment of relevant topics in Tutorial work on personal development, and 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 House Master and the Master of the Lower School 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 who is available to give advice to boys and parents. Housemasters are the principal pastoral care authorities for each boy in most circumstances.

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.

The School has a Health Centre with a registered nurse, open on weekdays from 8am – 4pm.

i) Health

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. It is set out in full in *Appendix 6* and should be read carefully.

The main points of the Policy are:

- 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;
- 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 relevant master 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 also particularly important to notify the School of any changes 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.

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. (*Appendix 8a*)

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.

The main points are as follows:

- For minor illnesses or accidents boys go to the Health Centre when at school or are attended to by the master or coach if at sport; there are First Aid facilities 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, section 28, *Appendix 8a*). 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 is required by law to report cases of the following infectious diseases: 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. This is reproduced below as *Appendix 7*.

The School has set up an electronic incident reporting system which allows it to collect details of significant incidents involving injury, illness or accident 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 Occupational Health and Safety Manual. Associated with the Manual are a range of special policies and procedures for particular areas such as Science Laboratories, the Design and Technology area and the various sports played by boys.

ii) 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 Master of the Lower School.

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 his progress, acting as the first point of contact for parents and writing Tutor's letters in reports. The Tutor also holds discussions with his boys, organises occasional excursions of educational value and talks to them about issues of welfare such as bullying. 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 Master of the Lower School 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.

There is a School Counsellor to whom boys may go on their own initiative or by way of referral from a Tutor or Housemaster. The Counsellor is also the Careers Master.

From Form II on, the House system is also involved in discipline. The arrangements 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 in case of serious or repeated offences. The Senior Housemaster is responsible for discipline in general.

The School's detailed **Discipline Procedures** are set out below. The School does not permit or condone any form of corporal punishment, formal or informal, or any form of verbal or emotional abuse or the use of insults to reprimand a boy. All masters are made aware of this.

If there is any allegation or suspicion of wrong-doing by a boy he may be asked questions 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, Master of the Lower School 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 Master of the Lower School's or Housemaster's Detention or Senior Housemaster's Detention. Where a very serious penalty may be imposed, such as a Saturday Detention, suspension or expulsion, the School will contact the boy's parents 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 other boys or by a teacher or other relevant person. Parents will be contacted about this if there are grounds to believe that the boy will suffer or be at risk of serious problems as a result of answering questions about someone else. If there is a reason to question a boy during the holidays or at some other time when he is not at under the care of the School, the parents will be contacted first. 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 permission and a pass signed by a parent and the Master of the Lower School. Older boys may go out of the school within certain bounds at lunchtime on terms set out in the School Rules in the School Diary. There is a more limited supervision for boys before class from 8 am and again between 3 and 4.30 pm. Boys must not stay at the School after 4.30 pm unless they are there for a school activity or are waiting (for a short period only) to be picked up by a parent.

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

Staff have been issued a policy covering School premises, security, equipment and property. This covers matters such as keys and tags, entry to and departure from the School premises and contact information in case of an after-hours intruder. (These measures help promote the security of the premises, along with measures taken under the School's OHS Manual, such as the use of visitor tags as administered by the gatekeeper.) The policy issued to staff also deals with use of School motor vehicles and their safe operation at the School, as well as computers, (covering security precautions and other issues involving their use).

iii) Welfare and Discipline in Sport

The conduct of games and practices by coaches must 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 to boys, to avoid all forms of abuse, including verbal abuse, to be careful about personal participation in practices, and to insist that all play be in accordance with the rules of the game. Competition is important but should be kept within proper perspective. At all times the coach is responsible for and in charge of the boys.

Selection of teams is the responsibility of the relevant 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 not stopped immediately.

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 wherever possible the issue causing concern should be discussed informally with the team's coach. If this does not provide a solution or if the parent feels uncomfortable talking to the coach then the Sportsmaster should be contacted. The Sportsmaster will deal with the issue personally or will refer it to the Master-in-charge of the relevant sport. In cases where this procedure still leaves a parent dissatisfied, the matter should be raised with the Headmaster. The Headmaster 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 otherwise, he will be disciplined in a graduated manner. The coach or master in charge may put the boy on report to the Sportsmaster, the boy's Housemaster or the Master of the Lower School. For serious or repeated matters the boy will receive a Housemaster's or Sportsmaster's Detention. Matters of greater gravity will be brought to the attention of the Headmaster 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.

iv) Child Protection Legislation in New South Wales

The Parliament of New South Wales has enacted various laws aimed at better 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 and the Commission for Children and Young People as required) includes sexual assault, physical assault, neglect and psychological harm.

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 the Department of Community Services when there are reasonable grounds for suspicion that a child is at risk of 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 Professional Propriety Policy. 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. These are all attached as appendices to these Notes. 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 Commission for Children and Young People is responsible for pre-employment screening. This process excludes those with relevant criminal convictions and also enables the School to avoid appointing anyone whose history indicates that he or she represents an unacceptable risk to schoolchildren. All schools must now notify to the Commission the names of employees alleged to have committed an act of reportable conduct unless it is established that the alleged conduct did not occur or there is another relevant exemption under the law.

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 the Department of Community Services and the parent may not be informed by the School of the allegation. All inquiries will be conducted with discretion and confidentiality.

Appendix 1

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.
3. This aggression can be direct or indirect and takes the following forms, among others:
 - direct physical aggression (eg hitting, pushing, spitting)
 - threats of physical aggression
 - direct verbal aggression (eg insults; swearing at someone; sarcasm; belittling comments about appearance, ethnicity, abilities, religion, social background, medical or psychological problems, disability or sexuality, actual or supposed)
 - written forms of abuse (eg notes; graffiti; email; internet messages)
 - intimidation or pressuring (eg blocking someone's way; demanding money, food or other objects)
 - nuisance activities (eg taking, hiding or damaging a person's property; nuisance phone calls)
 - indirect aggression (eg snubbing; pointedly excluding someone from groups and activities)
 - sexual harassment (See the School's Policy on Sexual Conduct)

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 House Master or Master of the Lower School. Boys who witness or become aware of bullying affecting others must inform the Senior House Master or Master of the Lower School. Tutors will notify the Senior House Master or Master of the Lower School 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 House Master or Master of the Lower School. 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 House

Master or Master of the Lower School 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 House Master or the Master of the Lower School, 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 an education programme for Tutorials, professional development for masters and 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, 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.

Appendix 2

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 forbidden.
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.

Appendix 3

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 seeks to be 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 Medication Policy.
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. Housemasters, Tutors and the School Counsellors, as well as the Master of the Lower School and Headmasters of the Preparatory Schools, 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.
13. If material suspected of being an illegal drug is actually found on an excursion, camp or school site, the police will be contacted immediately.

Discipline procedures for Boys in Forms II – VI

A boy who commits an offence against the School Rules or otherwise misbehaves or fails to do what is required may be put on report by a Master or Prefect, after the Master or Prefect has spoken to the boy.

This means that he must report next morning at 8.10am to see his Housemaster at the Housemasters' Rooms.

If some special circumstance prevents a boy from reporting at 8.10am the following morning it is the boy's responsibility to seek leave from his Housemaster (or the Senior Housemaster) on the day the report is issued.

The Master putting the boy on report will have given the Housemaster a written report on the offence and any relevant circumstances.

The Housemaster will speak to the boy and, as necessary, to the boy's Tutor, the relevant Master and others. He or she will keep a record of the report and may decide to call the boy back for a longer interview, write to the boy's parents or call them to an interview, to set tasks or to require the boy to attend a Housemaster's Detention or refer the matter to the Senior Housemaster or do any combination of these things. Housemasters may also recommend to the Headmaster that a boy be put under review or on a final warning.

(The Sportsmaster may award a Sportsmaster's Detention, which is equal in seriousness to a Housemaster's Detention.)

The Housemaster will, as required, admonish, advise, help and monitor the boy. Housemasters' Detentions will be held regularly. They will be of one hour's duration. A boy's parents will be notified whenever a Housemaster's Detention is awarded.

In other more serious cases, a boy will be given a Senior Housemaster's detention.

Saturday Detentions are awarded by the Headmaster or Senior Master for very serious offences or repeated misconduct. They may be held once or twice a term.

The Headmaster may suspend or expel any boy whose conduct or progress he does not consider satisfactory.

From time to time the School receives a report of alleged bad behaviour out of school time and not in school uniform on the part of boys identified as Grammar boys. Such reports may be investigated by the School and in appropriate cases it may take disciplinary action after consultation with parents. (This paragraph also applies to boys in Form I.)

Discipline Procedures for Boys in Form I

- (i) Discipline in Form I is guided by the School's approach of assisting young boys to adapt to the requirements of secondary schooling in a supportive way.
- (ii) Many day-to-day issues do not require formal disciplinary action, but are best dealt with by advice, warning or reprimand given by the classroom teacher, a boy's Tutor or another master. Firmness is combined with respect for the boy, in accordance with School policy.
- (iii) Extra work is not given as a punishment, but supplementary tasks (of a remedial, not punitive character) may be set by a master to help a boy to strengthen weaknesses or fill in gaps or missed work. If this involves substantial work, the boy's Tutor should be consulted.
- (iv) Where a boy is not co-operative in his conduct or work, the classroom teacher may place him "on report" to the boy's Tutor, who will speak to the boy and deal with the matter as appropriate by way of counselling, admonition or Lower School Detention. (Such detentions last for half an hour and are held after school during the week on Tuesdays, Wednesdays and Thursdays whenever necessary.) The Tutor will discuss the matter as necessary with the master, subject to requirements of pastoral care and confidentiality.
- (v) In the case of more serious offences or repeated misconduct or lack of co-operation, a boy may be awarded a Lower School Extended Detention or Master of the Lower School's Detention by the Master of the Lower School or the Assistant to the Master of the Lower School. These penalties involve an hour of suitable activity at a time to be set in individual cases. Parents are to be notified.
- (vi) Boys or parents who are unhappy with a proposed penalty or any disciplinary matter may take the issue directly to the Master of the Lower School or, if dissatisfied with his decision, to the Headmaster.
- (vii) The Headmaster has the power to suspend or expel any boy whose progress or conduct he does not consider satisfactory. He may delegate the power to suspend to the Master of the Lower School in regard to boys in Form I.
- (viii) Boys may be put on Weekly Report by the Master of the Lower School if their level of work or study makes this desirable. In certain cases, a boy may be placed on Daily Conduct Report.

Appendix 6

Medication Policy

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. Wherever possible, medications should be taken before and after School at home.
2. No boy is to bring prescribed medications of any kind to the School except strictly in accordance with the following requirements:
 - (a) Prior notice must be given to the Senior House Master, Master of the Lower School, Preparatory School Headmaster or Director of Infants.
 - (b) Before the medication is to be taken for the first time the relevant Master (as in (a) above) must receive a letter from the boy's parent identifying the medication, authorising the School to administer it and giving dosages and times, along with permission for the School to contact the prescribing doctor, and a letter from the prescribing doctor certifying that it is necessary that the medication be taken in School hours, identifying the medication and giving the dosages, times and method of administration and whether refrigeration or other care is necessary .

If the medication is not for use at a fixed time but in case of the occurrence of specific symptoms, then the parents must proceed in accordance with paragraph 4 below.
 - (c) The boy must take the medication to the School office (or other place nominated by the relevant Master as in (a) above) as soon as he arrives at School.
 - (d) The medication must be provided in the original container, with the prescribed dose, name of patient and expiry date all legible, and without prior removal of any of the contents.
 - (e) Boys must attend the office or other designated place to be given the medication at the time given them by the person in charge of its administration. That is their responsibility. They must co-operate with the person in charge.
 - (f) The School cannot and does not undertake to administer medications at a precise time. Boys will be instructed to attend for administration at the nearest convenient time to that indicated. They will not be permitted to leave class to receive medication except in an emergency.
 - (g) Any change in the boy's condition or medication must be notified to the relevant Master (as in (a) above).
3. Notwithstanding paragraph 2 above, if a boy must take medication in School hours and it is impossible for anyone or more of the requirements in 2 above to be met, or the relevant Master judges that for some other reason the boy should not be permitted to take medications at School, then the boy will need to stay at home for all or part of each day until this situation no longer obtains. In any such case, the School will notify the boy or his parents of work done by his class or classes and will make materials available and mark work as appropriate.
4. Notwithstanding paragraph 3 above, if a boy must for his safety have medication or a medical aid in his bag or on his person at all times, then a letter from the boy's parents and doctor must be sent to the relevant Master giving full details of the boy's condition, the nature and use of the medication or aid, symptoms indicating its use, emergency contact numbers and other details.

Wherever a boy is permitted to attend and keep medication or a medical aid about him the parents must provide an indemnity to the School as a condition of attendance if required by the relevant Master.

In serious cases or cases raising serious practical problems the relevant Master may decide that the boy may not attend the School while the need continues.

No boy who is too young or immature will be given permission to attend School and keep medication or a medical aid about him, nor will such permission be given if there is a relevant age restriction applying to handling of the type of medication or medical aid in law, or if the relevant Master considers it inappropriate, having regard to the safety of the boy or the ordinary operational requirements of the School.

5. If any boy suffers from a chronic or dangerous condition, the relevant Master must be notified and an understanding reached as to how best to respond to any crisis and how to manage medications, medical aids and any other relevant matters. The relevant Master may require an indemnity from the parents as a condition of the boy's attendance at the School. If the relevant Master considers that the boy cannot attend the School without adversely affecting his safety or, in the case of disability, causing unjustifiable hardship then he/she may refuse to allow the boy to attend the School while that remains the case.
6. In the case of common chronic conditions such as asthma, the School will adhere to standard protocols (as expounded by the authoritative body) as appropriate subject to any reasonable and necessary modification and to the reasonable operational requirements of the School and to the preceding paragraphs (1-5) of this Policy. Consideration of them will inform the discussion between the relevant Master and the parent under paragraph 5 above.
7. The School does not provide non-prescription medications without parental permission, except in emergency.

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 House Master or Tutor; speak directly to the Senior House Master, Mr Miller, or Master of the Lower School, Mr Barr, in regard to more serious health problems; or they may make inquiries of the Senior Master, Mr Kavanagh. Inquiries can also be made to the School Nurse on 9332 5828.

Appendix 7

- 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 received, but not before several days after the onset of jaundice or illness.	Not excluded.
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