



Adopted By: Board

Reviewed by: Principals

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CONDUCT AND DISCIPLINE

General Conduct

All students and teachers have the right to:

- learn or teach free from disruption
- be treated courteously, receiving care and acceptance
- work in a clean, safe and healthy environment
- be treated with justice

Discipline Policy Goal

GBC is a community where:

- students grow to become responsible, respectful and reliable young adults
- there is a caring, nurturing relationship between students and staff
- behaviour standards and boundaries are well understood
- response to student behaviour is appropriate and consistent
- consequences are just, progressive and predictable
- feedback, guidance and support is given to both students and families

By such means, students will understand that although teachers may at times have to address student behaviour, that students are in fact cared for and respected.

There are many ways in which students are encouraged to be well disciplined.

These include:

- Positive reinforcement of effort given through: Diary notes, stickers, commendatory letters, newsletter recognition, certificates, recognition and rewards in assemblies and in class
- Verbal praise, thanks and encouragement given to students
- Awards given through Merit Certificates, prizes, house points and trophies
- The allocation of positions of trust and responsibility to students

Students' Responsibility

Some children find it difficult to choose acceptable options in behaviour. In such cases, the outworking of justice will mean consequences such as suspensions. When necessary, students will receive support, guidance, suggested strategies, advice and counselling, but it is expected that they will demonstrate improvement in their behaviour.

Students who continue to undermine community values will jeopardise their place at the College. The aim is to encourage the choice of effective behaviour options and a healthy respect for outcomes of wilful error. To attain maturity, children need to learn that they are accountable for their own behaviour and that wrong or inappropriate actions have consequences.

Staff's Responsibility

Central to the effectiveness of discipline is the manner in which it is administered. Discipline should be fair and consistent. In every situation, the teacher should work towards the goal of genuine change on the part of the child and, once the matter is resolved, evidence of a restored relationship.

Staff will never utilise corporal punishment of any level. Teachers understand that physical punishment of students as a disciplinary action, is not permitted by the College. On occasions, it may be necessary for a teacher to touch a student in times of self-defence or to protect the student or another person from potential harm.

In Primary, teachers recognise that when children commence their schooling, there are many aspects of school to which young children need to adjust. Understanding and abiding by the College's rules and expectations is one of those areas. Consequently, young students may initially receive more guidance and redirection rather than immediate consequences. Each situation and incident will be carefully considered and relevant consequences given as appropriate.

The GBC discipline system has 4 components

1. Merit and Demerit System
2. Class Send Outs
3. Yard Send Ins
4. Severe Offences, including Bullying

All infringements (Demerit, Send Out, Send In and Severe Offence) that may be accrued annually, are re-set at the commencement of each year.

1. Merit and Demerit System

This system recognises and supports responsible effort, and discourages irresponsible behaviour.

Merits	Outcome	
5	Certificate	To ensure the College regularly rewards students and keeps parents informed, students need to present their merits at the office in the semester they have been earned.
10	Certificate and book	
20	Certificate and pizza lunch	
30	Certificate and movie voucher	
40	Certificate and Kmart Voucher	
50	Honorary certificate and Merit Badge	
After 50, students continue to receive certificates but recommence the reward system with a range of different rewards.		

Merits: Awarded when students are demonstrating exceptional or outstanding effort or behaviour.

Demerits: Given when students fail to meet clearly outlined College rules and standards.

Being out of bounds without permission	Accessing unrelated material to the lesson on the internet/computer
Being late for class without proper reason	Writing 'graffiti' on own books, equipment, skin
Writing/passing notes in class	Incidental swearing / inappropriate language
Not returning notes on time	Eating or chewing gum
Interfering with others' property	Littering, a demerit and picking up extra rubbish
Tossing items in class	Recklessly snapping a ruler, rubber etc.
Homework: 1 st time warning in diary, each time thereafter, a demerit will be given for homework tasks not completed.	
Not working in class / not applying oneself to a specific set task: only 1 demerit can be given per session for this reason.	
Failure to wear correct <u>uniform</u> without a uniform pass (inc. hair issues). If students arrive at school with major uniform issues, especially in regards to hair or dress / skirt length, they will also be sent home.	
Falsifying signatures - 1 st time, demerit with warning in diary that if repeated, it will be classed as a Severe Offence.	
Displaying boy/girl relationships: 1 st time, demerit (depending on level), if repeated, Send In, Send Out or Severe Offence.	
Diaries: If a pattern develops where the College Diary is not signed, indicating that parents are not receiving the information contained within, the teacher will contact parents. Subsequent demerits will then be issued.	
Lesson Equipment: If a pattern of organisational difficulties occurs, (e.g. repeatedly not bringing equipment to classes) parents will be contacted. Subsequent demerits will then be issued.	
Copying or cheating: Demerit, parent notified. Subsequent offences may result in Send Out or Severe Offence. In a test situation, this would be a send-out.	
Plagiarism: Depending on level – demerit, Send Out, Severe Offence. Penalties to final grade of the task.	
Bullying behaviours: 1 st time, warning and demerit, subsequent times, Send In/Out/Severe Offence depending on level	

Procedures for Accrual of Demerits

Each term, individual students may attain 3 demerits without consequences. On the third demerit, students will have an interview with the Discipline Coordinator to inform them that improvement is expected.

(Students may attain 3 demerits each term and in this manner accrue 12 throughout the whole year without additional consequences. Such few demerits implies students are mostly upholding the College standards.)

Parents are notified of demerits via the school email system (SMS).

As soon as a student accrues the 4th demerit within a term, staff will see this as an indication of an unwillingness to comply with College expectations. Hence students will then enter into the next phase of discipline which involves a series of consequences.

Progressive consequences are as follows:

Demerits	Outcome
3 in a term	Interview with Principal / Discipline Coordinator outlining entry into the next phase if another demerit is attained.
4 th in a term	Student enters next phase where demerits accrue for the remainder of the year with the following consequences.

SYSTEM PHASE FOR DEMERITS

5	15 min lunch time suspension, letter to parents and student sees Discipline Coordinator for advice / strategies
10	30 min lunch time suspension, letter to parents and student sees Discipline Coordinator and or Chaplain (advice etc.)
15	½ day in school suspension – student meets with relevant staff as necessary Letter to parents requesting interview - discuss strategies
20	Full day suspension at home (or in school) Letter to parents requesting interview
25	Full day suspension at home (or in school) Letter to parents requesting interview – outline procedure for remainder of year
29	Phone call informing parents that if student attains one more demerit, they will lose their place at the College
30	Enrolment withdrawn

** The role of the Principal/Discipline Coordinator is to discuss and offer students support, advice, strategies, counselling as required, guidance and appropriate consequences. They will also conduct the lunch time suspensions and communicate with other relevant staff (e.g. Chaplain, teachers, Principal) and parents.

** The role of the College Chaplain is not to discipline students, but to provide welfare, counselling and support; and may be involved in the above process at any time as deemed necessary for the student and/or family.

Recording Demerits and Merits

During class time, merits and demerits are recorded directly in the student diaries on the relevant page, as well as on SMS, outlining details. For tallying purposes, these are also briefly recorded in the back of the diary on the Diary Log. Upon a student being awarded a merit during an 'outside class' or 'yard time' these are logged on a central office system.

Demerit notification is also sent to the parent via email.

Every time students attain 5 or 10 merits, they present their diary at the office and subsequent rewards are followed through. As outlined earlier, to ensure the College regularly rewards students and keeps parents informed, students need to present their merits at the office in the semester they have been earned. Merits will continue to accrue for the year, but after each semester, any old merits will expire.

For outside demerits, the teacher will record it on the Diary Log. Demerits will also be centrally recorded on the School Management System (SMS) as well, for individual student monitoring purposes for Office staff.

Requirements for interviews, letters and suspensions will be passed onto the Discipline Coordinator or Principal.

2. Class Send Outs

Students who persist with inappropriate or disruptive behaviour or disrespect during class time will be removed from class, receive support through counselling, but may ultimately lose their enrolment.

Examples are listed below:

Talking	Rude or disrespectful to teacher (minor level - name on board, major – immediate Send Out/ Severe Offence)
Annoying, disrupting other students	
Misuse of equipment	Mobile phone usage in class – confiscate phone, return at end of day (minor level – name on board, major – immediate Send Out/ Severe Offence)
Inappropriate comments	

Any seen or perceived disruptive behaviour is dealt with using a standard procedure:

- i) Verbal reminder: at teacher’s discretion, or immediate recording of name on the board if the teacher has clearly outlined behavioural expectations in the circumstance.
- ii) Further disruption, teacher **writes name** onto the whiteboard. This is the first formal warning.
- iii) Further disruption results in a **tick** being placed next to the name. This is the second warning.
- iv) Further disruption from same student, they are sent to the Office with a “Send Out” note.
** Another student should be sent along to ensure that the disruptive student arrives at the office.
- v) The student receives a form to complete at the office and is sent to the Discipline Coordinator and to discuss the incident.
- vi) The teacher completes the back section of the ‘Central Discipline Report’.
- vii) Appropriate action and consequences are followed through.

Each time a student has a name and tick on the board, this is **recorded on SMS** so that possible patterns can be identified and evidence recorded of their behaviour for future reference and for relevant support and guidance.

Progressive consequences are as follows:

Automatic Send Outs: A student may be sent out of class without warning for:

<u>Breach of Safety:</u> <ul style="list-style-type: none"> • Throwing an object in class • Knocking a student off a chair • Not following safety guidelines • Wilful misuse of equipment • Skipping classes 	<u>Misuse of Computers or Other Equipment:</u> <ul style="list-style-type: none"> • Graffiti on College furniture, walls or equipment • Causing disruption by changing computer settings • Accessing or attempting to access inappropriate material (offensive, illegal or dangerous sites) via the Internet • Attempting to access restricted areas on the College computer network • Using an electronic device in class without permission (device confiscated)
<u>Physical Abuse:</u> <ul style="list-style-type: none"> • Punching or spitting at another student or a teacher – depending on severity and circumstance, this could also be classed as a Severe Offence 	<u>Verbal Abuse:</u> <ul style="list-style-type: none"> • Swearing at another student or at a teacher – depending on severity and circumstance this could also be a Severe Offence • Wilful rudeness (name on board, or immediate Send Out depending on level)
<u>Refusing to Obey Teacher Instructions:</u> <ul style="list-style-type: none"> • Choosing to disregard an instruction and refusing to obey the teacher 	

The examples given in each section are not comprehensive but are provided as a guide.

The Send Out System for Primary Students is as follows:

Send Out	Procedure
1	30 minute lunch time suspension, letter sent home, student meets with the Discipline Coordinator
2	30 minute lunch time suspension, letter sent home, parent interview with Discipline Coordinator / Principal. Student sees the Chaplain, Discipline Coordinator or class teacher for advice, strategies and counselling.
3, 4 & 5	½ day in school suspension and meets with relevant staff member. Letter home, interview with parents.
6 & 7	Student is suspended from the College for 1 day. Parents are called and asked to collect their child as soon as possible. Student remains out of class for the rest of the day. Letter home, interview with parents.
8	Parents are called and asked to collect their child as soon as possible. Student remains out of class for the rest of the day. Withdrawal from the College.

“Time Outs”

Time Outs may be used, but should last only for a few minutes. These are useful for ‘breaking’ the pattern of behaviour or if a student is requiring a brief interlude to gain composure when upset, frustrated or stressed. Unless it requires action from the Discipline Coordinator or Principal, students should remain in supervision of the teacher or be sent to another class with a note.

Students who have special needs will be acknowledged and accommodated within this system via agreed exceptions, as long as other students’ learning or safety is not put at risk.

At times, students may have personal or family issues that impact their ability to meet the College’s expectations or to be able to concentrate in class. If the family has informed the College that their child requires some extra understanding or support for a brief time, teachers are notified and appropriate considerations will be granted.

Parents must notify the College prior to the student arriving at school via a phone call or send a signed note along with the student; otherwise any required disciplinary procedures will be carried out as previously outlined.

Electronic Devices and Mobile Phones

In accordance with Child Safe Standards, the use of electronic devices, including mobile phones, is not acceptable between 8.30am and 3.20pm and, if used, these devices will be confiscated. The use of these devices includes calls, SMS messages, recording audio, photographs or video, listening to music, playing games, accessing the internet and all other features, including checking the time.

Students may bring a mobile phone to school but these *MUST* be *switched off* and *MUST* be kept at Student Administration. Parents are reminded that mobile phones are brought to school at the student’s own risk and the security of the mobile phone is the student’s responsibility. No liability will be accepted by the College in the event of loss, damage or theft. No phones may be kept on the student’s person during school hours. An instant Send Out will be issued if a student is found to have a phone on them without the express permission of a staff member.

In order to minimise opportunities for Cyber bullying, students will be required to place their mobile phone in their classroom during school hours. This will also prevent students calling parents if they are hurt, sick or upset, a safety concern for staff who cannot be available to assist. It is vital that, if students want to call their parents, they come to the office. (Privacy requests will be accommodated).

Likewise, it is important that parents do not call their children on their mobile phones; if it is urgent to contact a student, parents should call the College office. Staff should be alerted and exceptions requested if there are special circumstances requiring the use of a device during school hours.

Photos/videos that are taken as a part of an approved lesson should never be posted or forwarded in any manner by students. Respectful communication should always be made, including outside of school hours and in social/social media contexts.

In transit policy: *The use of mobile devices on the after school bus should always be used in a respectful manner and students misusing devices will be punished and may be banned from using these devices on the bus. *No phones may be used on the bus during the course of a school excursion or transport to and from a sporting event or camp.

The consequence of being in possession of a mobile phone outside of the conditions described above, without teacher permission, is an Instant Send Out. In all instances, the phone will be confiscated and the student can collect it from the office after school.

3. Yard Send Ins: Outside Behaviour

Guidelines:

Light Offences are dealt with by the teacher, mostly through demerits.

For example:

- Incidental swearing / inappropriate language
- Students climbing trees – if fairly safe a demerit is given, but if up high and unsafe, a Send In will be given

Moderate Offences are behaviours equivalent to immediate Send Outs and will be classed as Yard Send Ins. For example:

- Usage of mobile phones and any other electronic devices – which are to be confiscated
- Throwing sticks / rocks
- Intentional swearing or rude, inappropriate language to students or teachers
- Misuse of school property or equipment, interfering with other students' activities or belongings

Progressive Consequences for Moderate Offences:

1 st time	Student sent to the Office, name recorded, 30 minute lunch time suspension, letter home.
2 nd time	As Above.
3 rd time	Student sent to the Office, half day in school suspension. Student meets with Chaplain, Discipline Coordinator or class teacher for counselling. Letter home, parents asked to come to an interview.
4 th time	Student sent to the Office and parents are asked to collect their child as soon as possible. Student will have a one day home suspension. Interview with parents to discuss strategies and ideas. Student meets with Chaplain, Discipline Coordinator or class teacher for counselling.
5 th time	Student sent to the Office and parents are asked to collect their child as soon as possible. Student will have a one day home suspension. Interview with parents to discuss strategies and ideas. Student will have further counselling.
6 th time	Student is to be withdrawn or permanently excluded from the College.

Forms to be completed:

- Teachers complete the green 'Discipline Report'
- Students complete the green Discipline Report

4. Severe Offences

** Severe offences may occur either in the yard or during class times.

For example:

- Punching a student or teacher, fighting, spitting on a student
- Throwing something at a student or teacher
- Dangerous behaviour to oneself or towards others
- Stealing / theft
- Wilful damage to school or other's property including serious graffiti
- Bullying (even verbal bullying if repeated after initial warning)
- **Plagiarism** - depending on the level of plagiarism, it may either be classed as a demerit, Send Out or Severe Offence. The student will be required to redo the assignment during lunchtimes under supervision and a penalty will be applied to the final grading of the task.

Consequences:

The student is sent to the Discipline Coordinator or Principal and is suspended for 1 X day. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from GBC.

**** A student could be excluded from the College on the first serious offence in relation to physical abuse, bringing a weapon to school, substance abuse (drugs) and sexual abuse.**

ABUSIVE SUBSTANCE

Students may not bring weapons of any sort, alcohol, cigarettes or other drugs or drug equipment onto the College site, including buses, nor have possession of them at any College function (including excursions, camps etc.), while representing the College, or while in College uniform.

Violation by students of any of the above will be treated seriously and may lead to immediate loss of enrolment, even for a first offence. The possession of drugs or drug equipment will be referred to the police and will lead to the immediate loss of enrolment.

Bullying Prevention Policy

- Bullying is a form of abuse. It may be planned, deliberate, spontaneous or even unintentional on the part of the perpetrator. GBC defines bullying as any behaviour that occurs on more than one occasion which has the effect of hurting or scaring others, or which is identified by the other as unwelcome and hurtful.
- Students are encouraged that whenever they feel hurt or threatened by someone or by a group, not to ignore it, but to tell somebody.
- The College aims to proactively tackle bullying issues and aims to provide sound support structures for victims of bullying.
- College staff have a duty of care to students, ensuring a safe and non-threatening environment for all.

Bullying can come in various forms.

Some examples:

Verbal:	Name calling, put downs, racist, sexist, derogatory comments to or about another, laughing at, deliberate isolation, making unwelcome fun of another, threats, name calling; constant teasing; insults; gossiping, ridiculing.
Physical:	Hitting, punching, kicking, scratching, spitting, tripping, throwing things at victim, taking or damaging the victim's property.
Social:	Ignoring, excluding, ostracising, alienating.
Psychological:	Spreading rumours, stalking, stealing, hiding, interfering or damaging another's possessions, extortion, demanding help or money.
Electronic:	Emails, chat rooms, "Face Book", "My Space", "Twitter", phone texting.
Zero Tolerance:	Bullying is never acceptable at GBC. Bullying will not be tolerated.
Cyber Bullying:	Cyber bullying is when one student is targeted by another through the use of digital technology, mobile communication devices or through the internet. The aim of this targeting may be harassment, stalking, threats or other forms of intimidating behaviour. Cyber bullying takes many forms and may involve the use of websites, mobile phones, chat rooms, social networking sites, email, SMS, and the uploading of pictures or videos.

**** Bullying out of school hours that affects a member of the school community is equally unacceptable. Parents will be contacted to discuss consequences.**

Consequences for Bullying

All bullying at school is recorded and ends in a recorded warning, demerit, Yard Send In, Class Send Out or Severe Offence, depending on the severity of the bullying and the student's previous history regarding bullying.

In each situation, the victim's parents, as well as the perpetrator's parents, are contacted.

Support Provided

During the above procedures, discussions will take place with the student, the family and also possibly the College Chaplain. The hope would be to assist the student to understand and alter his/her behaviour, through counselling, suggestions, advice, strategies etc., but ultimately, if the student cannot or will not abide by the College standards, they will be asked to leave the College, or will have their enrolment withdrawn.

Prevention Policy

Purpose of Prevention Policy:

- to prepare and assist students and the College community to manage and resolve conflict in non-aggressive and non-violent ways
- to further minimise the incidence of bullying in the College
- to create an opportunity for students and staff to develop the skills necessary to handle these situations with the minimum of distress

This is done through:

- a) The Student Discipline Policy and the response to bullying
- b) The College environment
- c) The curriculum and general class discussions

Response to Bullying

- a) On the report of an incidence of bullying, the Discipline Coordinator/Principal will interview the victim in a safe setting away from the bully and other students.
- b) The safety of the victim and his/her welfare is the prime consideration at this stage. Where a student is distressed, a staff member will remain with the student.
- c) Any witnesses are interviewed.
- d) The bully is interviewed and allowed to speak freely to give their view.
- e) Where bullying is evident, this will be discussed with the bully, and an appropriate consequence given. (If warning is relevant, an initial demerit is given, or a Send Out / Send In, subsequent bullying may be classed as a Severe Offence.)
- f) The bully is also warned regarding any revenge / having friends take revenge / further bullying of the victim. The warning is recorded.
- g) The victim is provided with feedback, including the warning for the bullying and the implications should anything further arise. Ongoing support structures are offered e.g. from staff, counsellor, psychologist, etc.
- h) Mediation opportunities for the students may also be implemented when appropriate to the situation.
- i) A record will be kept of reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, any underlying causes, care / action taken on behalf of the College and / or other agencies e.g. police.
- j) Any repeated occurrences / similar instances will also be documented.
- k) Support for victim (and witnesses where applicable) is recorded.
- l) Parents of both the victim and the bullying student are contacted.

DISCIPLINE POLICY - ADDITIONAL INFORMATION

Suspensions: Suspensions relating to any of the 4 discipline components will involve students discussing strategies to modify their behaviour. Students are not to sit or talk with peers. Students may at times be involved in College community work such as tidying up a specific area of the school.

External College events: At the discretion of the College, consequences for inappropriate action in any of the 4 discipline components may also involve loss of privilege in attending and/or representing the College at external events.

Computer and Internet Conditions of Use

The following actions are not permitted:

1. Sending, displaying or accessing offensive sites, messages or pictures.
2. Using obscene language, harassing, insulting or attacking others (including e-mail abuse).
3. Interfering with another's use of the computer or using another person's passwords/account.
4. Intentionally wasting resources or damaging computers, computer networks (by changing settings, creating, introducing or spreading computer viruses, hacking, physically abusing hardware, etc.).
5. Software piracy (illegal copying). The legal rights of software producers and network providers, and copyright and license agreements, must be honoured.
6. Violating copyright laws - when researching materials on networked software (such as CD-ROMs) they should not be plagiarized. Any sources used in research must be cited and credit given to the author.
7. Employing the network for commercial purposes or activities for/by profit institutions or organisations, product advertisement or political lobbying.
8. Using a network to disrupt its use by other individuals or connecting networks.
9. Disrespect of others privacy and intellectual property or trespassing in others folders, work or files.
10. Transmitting any material in violation of state, federal or international regulations.

Students are also to be aware that:

1. All communications and information accessible via the network should be assumed to be private property.
2. Computer and security problems must be brought immediately to the attention of the attending teacher.
3. Students may only use those Internet services to which they have been given legitimate access. Students may only access Hotmail or similar internet e-mail programs, as specified by the College.
4. From time to time, student work may be selected to be published on the Internet.
5. The College reserves the right to monitor individual student usage of the College network and check files and folders as deemed necessary.

Violating this agreement may result in suspension and/or exclusion from the College. The College may also seek legal advice if necessary.

TO THE STUDENT/PARENT/CAREGIVER: Computer and Internet Policy

I understand that access to the Internet is a privilege, not a right and understand that it is revocable.

I accept the responsibility of following the "Computer and Internet Conditions of Use" thereby ensuring that the College will not be liable for damages that could result from the misuse of the College's Internet and Computers.

In addition, I will take full responsibility and liability for the results of my actions with regards to the use of the Internet and Computers. I release Geelong Baptist College of any liability relating to consequences resulting from the use of the Internet and Computers.

I understand that some of my work may be published in class situations on the College web site (under my first name only – for identification and safety purposes) and that I may use e-mail within the above guidelines.

UNIFORM

PRIMARY UNIFORM POLICY

The uniform is to be worn with pride at all times, reflecting the values of the College.

UNIFORM INFORMATION FOR PRIMARY STUDENTS

Jumper	College specific: blue with red trim.
Hat	College hat worn during all breaks in Term One and Four.
Optional Items	College beanie with logo and College scarf with logo. Worn Terms 2 and 3 only. Winter thick jacket with logo. Other jackets (dark, plain colours) and scarves may only be worn outside the classroom for additional warmth.
Shoes	
Boys:	Black leather lace-ups or black leather velcro (not runners/boots).
Girls:	Black leather lace-ups, velcro or black leather T-Bar(buckle) shoes.
All:	All shoes should be safe, have low heels (max height of 30mm) and be clean, polished, and in good repair.
Hair	Hair should be neat and of a natural colour; it cannot be bleached or obviously coloured. Hair length should be above the shoulder or be <i>fully</i> tied back. Fringes must be out of eyes, and hair must not hang over the student's face. Hair ties may be scarlet, white, navy blue or black. Other colours or fancy hair clips, beads etc. are not appropriate. The College reserves the right to monitor hair styles. Boys are reminded that conservative style, short off the collar (minimum length is a 'number two') is preferred but if length is over the collar, it <i>must</i> be tied back. Hair should not obstruct vision nor be unsightly. Undercuts and shaved designs are not permitted.
Jewellery	No jewellery is permitted except for students being allowed one set of plain metal studs or plain sleepers which may be worn in pierced ear lobes. Body and facial piercing is not permitted. Watches may be worn. Parents are encouraged to assist their children in making the correct choices which will ensure that they are not compromised in regards to College rules.
Makeup	No makeup or tattoos are permitted.
Fingernails	To be kept clean. No nail polish.
Undergarments	Singlets, t-shirts and leggings etc. are not to be visible underneath clothing. Pyjama pants and track pants are not to be worn underneath clothing.
Sunglasses	Students may wear sunglasses when outdoors, but must remove them prior to entering class (unless these are transition glass).

BOYS UNIFORM

Shirt	Open neck, banded blue chambray shirt - worn outside shorts. Collars are worn <u>over</u> the jumper.
Shorts	<i>summer:</i> Navy blue – must hang above the knees.
Pants	<i>winter:</i> Navy blue – hem one centimetre off the ground.
Socks	Blue Marble 'Slouch' style short socks

Hair Conservative style, short off the collar (minimum length is a 'number two') is preferred. If length is over the collar, it must be tied back. Hair should not obstruct vision nor be unsightly. Undercuts, non-natural colouring and shaved designs are not permitted.

GIRLS UNIFORM

SUMMER

Dress Pleated tartan dress. Length should be on, or just below the knee. (When kneeling, the dress should almost touch the floor). This may be worn as an alternative to the Skort.

Skort (Optional Item) Tartan fabric, worn knee length or 5 cm above (max). Paired with white, short-sleeve, peter pan blouse with logo (worn F-6 only). Worn as an alternative to the dress.

Blouse White short sleeve peter pan blouse with logo (worn F-6 only) & paired with Skort.

Socks *Summer:* College white socks (red and blue trim).

WINTER

Pants (Optional Item) Navy poly/wool lycra slack with logo – can be worn from Foundation to Year 12

Pinafore Pinafore dress. Length should be below the knee, but no longer than the hem sitting on the calf.

Blouse Long sleeved College blouse (for winter only).

Socks/Tights *Winter Pinafore:* Dark blue navy tights or dark blue knee-high socks. Pinafores should cover the top of the socks.
Winter Pants: Dark blue/navy socks.

SPORT UNIFORM - Girls & Boys

Track pant College navy poly cotton & lycra cuffed, double knee track pants with logo. (Worn F-6)

Windcheater 1/2 zip College windcheater to be worn with matching track pants (worn F-6)

Shorts College navy sports shorts with logo

Shirt College polo shirt

Socks Short, plain, completely white socks, no colours or logos

Shoes Sneakers/runners preferably predominantly white or black

EXCURSION UNIFORM

- Full winter or summer uniform as directed by the Principal.

CASUAL DRESS DAY GUIDE FOR ALL STUDENTS

- We occasionally have a Casual Dress day and students may be asked to donate a gold coin to support a worthy cause.
- On these days, free dress (including footwear) must maintain a sensible standard. Skirts, shorts, tops and dresses must be of modest length and style. Parents are asked to check that these standards are being maintained.

- Some clothing is not permitted:
 - Clothing with logos which are rude, violent or otherwise unsuitable.
 - Immodest clothing which may include: girls strap tops, singlet tops, midriff tops or halter neck tops.
 - Unsafe footwear such as thongs or high heeled shoes.
 - Leggings can only be worn underneath skirts etc. and not on their own

UNIFORM EXPECTATIONS

- Uniform infringements will attract a Demerit. Excuse notes from parents cannot cover non-uniform items like jumpers or jackets. If students are cold, they are expected to wear a thermal under garment with their regular uniform over the top, so that they present in their full uniform. This garment must be underneath and not visible.
 - Please note that although the consequence for being out of uniform (without a signed parent note) is generally a Demerit, if students arrive at school with major uniform issues, especially in regards to hair or dress/skirt length, they will also be sent home.
 - The Office is to be notified if there is any alteration to the uniform on/for a particular day.
 - NB. that notification is daily and permission is not granted over an extended time frame.
 - All items of clothing are to be clearly and discreetly marked with the student's name. Untidy items of clothing will need to be replaced. Breaches of uniform rules and expectations can result in demerits, suspension, and possible exclusion from the College.
 - Unnamed items of clothing which remain unclaimed at the end of each term are resold in the College Second-hand Uniform Shop, or given to charity.
- No writing (other than the student's name) is permitted on any item of uniform.

Please sign and return the attached slip on the following page to the College Office.

Enrolment of a student will not be finalised until the College receives this signed agreement.

Failure to uphold these policies may result in termination of enrolment.

TO THE STUDENT/PARENT/CAREGIVER: GBC Conduct, Discipline and Uniform policies

Please read the above policy carefully before signing. Your signatures state that you have read and understand the Conduct, Discipline and Uniform policies and agree to support it and abide by it.

I (student) _____ have read and understand the Geelong Baptist College Conduct, Discipline and Uniform policies.

I understand the consequences that may be imposed and agree to, and will abide by this policy.

I understand that my failure to uphold these policies may result in the termination of my enrolment.

Student name _____ Year level (at entry) _____

Student signature _____

Parent name/s _____ Parent signature/s _____

Date ____/____/____

**** Please complete a separate form for additional children.**