

Title: Rules and Regulations

Purpose: Summary of rules and regulations at

The Armidale School

Intended Audience: Students, Staff and Parents

Author: Deputy Principal

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Used in conjunction with the ‘Behaviour Management Policy’ and ‘Student Discipline Policy’.

Rules and Regulations

POLICY

All students and staff are expected to read, learn and observe the School Rules and Regulations at all times.

The School believes that the only discipline of real significance is that which the individual imposes upon themselves. These rules aim to make each student aware of the value of self-control, orderliness and the need to cultivate a sense of responsibility for their own conduct and for the larger community of which they are a part.

The Armidale School expects that its students will be **Thoughtful** (proud, kind and respectful), **Accountable** (honest, organized and with integrity) and **Safe** (to themselves and others). The following document seeks to outline the general expectations of students. Behaviour listed or otherwise that is deemed to be below the expectations of the School, at the discretion of pastoral leaders, will be managed in line with the School's Behaviour Management Policy.

Meetings and Obligations

It is the responsibility of each student to keep themselves informed of matters published in "TAS Talks", the Calendar on the website, via email, and on the Notice Boards. All students are expected to use their TAS email account as a means of daily communication. If a student has conflicting obligations, they must ensure they are excused beforehand from those commitments they cannot meet.

Dress Regulations

The School expects its students to wear their full school uniform correctly and with pride and sets high standards for students, including in public. Please note that appearance expectations enforced are at the discretion of the School with the aim of upholding the standards of the School. It is our expectation that school uniform, and shoes will be clean and in good repair.

Boys' hair is to be neat and tidy, of an acceptable length (Number 3 blade +) and there must be no artificial colouring. Extremes in length (i.e. long fringes, mullets, shaved sections above ears etc.) along with facial hair is not permitted.

Girls' hair is to be a natural colour and be both clean and well kept. It must be worn off the face and neatly tied back if shoulder length or longer. Ribbons should be navy or white from the Uniform Shop. Extremes in length (i.e. shaved sections) are not permitted.

The Year 12 jumper is not to be worn under the blazer.

Summer uniform

Boys are to wear khaki shorts and shirt (top button done up), school tie, socks (long socks to be pulled up to knee), black shoes and, each Tuesdays or on special occasions, the navy blazer (years 6-10) or striped senior blazer (years 11 and 12). A school jumper may be worn with this uniform.

Girls are to wear School dress, short white socks, black shoes and, each Tuesday or on special occasions, navy blazer (years 6-10) or striped blazer (years 11 and 12). The navy girls' jumper may be worn with this dress depending on the weather. The dress is to be just above or at knee length when standing.

The Winter Jacket is not part of the TAS Summer Uniform

Winter uniform

The school uniform comprises the striped senior blazer for students in Years 11 and 12 and blue school blazer for students in Years 6 to 10. Boys wear a grey shirt, school tie, grey socks, grey trousers, school jumper and black laced shoes.

For all formal occasions a white shirt is worn instead of the grey. The dress is to be just above or at knee length when standing. Years 6-10 girls wear a grey skirt or grey pants, TAS long sleeved blouse, black knee-high socks or black stockings and navy blazer.

For formal occasions the girls wear a white long-sleeved blouse and skirt with the school tie, black stockings and navy blazer. Year 11 and 12 girls wear a navy skirt, the white formal blouse, school tie, black knee-high socks or black stockings and the striped senior blazer. The navy school jumper may be worn at all times depending on the weather.

Students are permitted to wear the TAS shell sports jacket in winter (Term 2 and 3) unless it is a formal occasion where blazer is required.

The Wearing of Student Uniform

- i. Ties should be worn so that the collar button is done up and does not show
- ii. Shoes should be polished at all times.
- iii. Full school uniform must be worn in public between school and home (day students). The uniform is not to be 'mixed and matched' with personal items of clothing.
- iv. Within the school, blazers do not have to be worn except at formal occasions or Tuesday Assemblies. The grey jumper may not be worn outside school as an outer garment.
- v. Extremes of hairstyle are not permitted (see dress regulations above).

Jewellery:

Watches can be worn (Smart Watches may be asked to be removed for the purpose of academic integrity or confiscated if being used inappropriately).

- No rings, wristbands or bracelets are to be worn, unless for medical purposes.
- Necklaces are not to be worn, except for those that have religious significance. These should be discreetly tucked underneath the uniform.
- Fake/Artificial nails, eyelashes etc are not permitted.

Boys - Any jewellery worn must not be visible

Girls - No facial jewellery is permitted

- Girls in Years 6-12 can either wear one pair of small gold, silver or pearl studs or small gold or silver sleepers. However, girls may be asked to remove these during some sporting or co-curricular activities for health and safety reasons. The studs or sleepers must be worn in the earlobe and not in the upper part of the ear.

Each article of clothing must be clearly marked with a woven name tag (sewn tags, not iron-on tags- laundry markers do eventually fade).

Hats, Caps & Beanies

TAS hats, caps or bucket hats are to be worn by students outside during recess and lunch times.

Non-regulation hats/caps are not to be worn with school uniform or school sports clothing.

- Caps should be worn for all outdoor summer sports and, where appropriate, some outdoor winter sports. All students are required to wear a hat when outside during recess and lunchtime. Non-TAS caps are not permitted to be worn with school uniform. The exception is cricket, where the TAS wide brimmed 'Chappell' hat is strongly recommended.
- Beanies are not to be worn as part of the School Uniform. They can be worn when attending outdoor co-curricular sporting events in extreme conditions.

NB: BLAZER: Yr 11 and 12 wear the striped sports blazer. All other years wear the plain blue blazer. Once a student has honours displayed on the blazer it may be referred to as an 'honours blazer'.

Sports Dress

Non-TAS branded items are not to be worn as part of the uniform. Special items of clothing created for events such as tours or TAS Rugby Carnival are not part of the uniform.

- TAS sport polo shirt: All students will have a Blue TAS sport polo shirt. This has the School crest embroidered on it. This should be worn, with TAS blue shorts, when representing the School in external competitions. This includes: tennis, swimming, athletics, touch, volleyball, canoeing, water polo and bench press
- House polo shirt: For any inter-house sporting activities, including the athletics championships, swimming championships and inter-house cricket competition, each student will wear their House polo shirt. Additionally, for swimming and athletics, TAS blue shorts are worn.
- TAS tracksuit: All students will have a TAS tracksuit which may be worn at training, at matches and when travelling to and from matches.
- TAS All Weather Jacket: Optional and may be worn to training or when travelling to and from sporting events or at matches.
- TAS cap: This should be worn for all outdoor summer sports and recreation and, where appropriate, some outdoor winter sports. Non-TAS caps are not permitted. The exception is cricket, where the TAS wide brimmed "Chappell" hat is strongly recommended.
- TAS swimming costume: All students must wear the TAS blue swimmers at the School carnival and when representing TAS at external carnivals. House swimming caps must be worn at the School carnival and TAS swimming caps for external carnivals. Both caps are provided by TAS.
- PE uniform: TAS polo shirt or plain white polo shirt, TAS blue shorts, white socks and joggers.
- Dress for training: This will vary from sport to sport and will be determined by the MIC of each sport in consultation with the Director of Co-curricular.
- Dress for matches/competitions: Students will wear the appropriate TAS sports uniform as determined by the School. As students will be representing TAS, their uniform will be neat and clean and in good order. The wearing of articles of clothing which carry advertisements is expressly forbidden at any time.

When travelling: On sporting trips, all students will travel in School uniform or the appropriate sports uniform or TAS tracksuit as determined by the Director of Co-Curricular.

Students will be spoken to regarding their appearance and be provided with an opportunity to rectify any concerns with personal presentation or uniform. If students do not address concerns in a timely manner parents may be contacted to collect their son or daughter until they are able to meet the standards of the School.

Manners

There is an expectation on all students to accept, uphold and practice good manners and behaviour appropriate to the occasion at all times. Staff and parents are expected to support the school in this area as rudeness will not be tolerated.

Absence, Illness and Punctuality

- i. All students must be at school on time. If late, the student must sign in at Reception.
- ii. Parents are asked to advise the school if their son or daughter is absent by 8.30 am on the day of absence. A written note or email from a parent explaining the absence **MUST** be provided to Reception by the commencement of the day of return.
- iii. Should a student be ill during school hours, they are to go straight to the School Medical Centre. The School Nurse will then take appropriate action. Boarders must not stay in the Boarding House if they are ill.
- iv. Should a parent require a student to keep a special appointment that would interfere with academic time the School must be informed in advance and the student must sign out and back in at Reception. The School Reception will not sign students out if they have not been informed by parents.
- v. In any case of infectious disease or contact with infectious disease the School must be notified immediately and the student shall not return to school until the School Nurse informs the Principal that there is no risk of spreading infection.
- vi. Students are expected to attend school for the full period of the term. An "Application for Exemption from Attendance at School" must be completed by a parent and permission given prior to the leave being taken. This form should be directed to the Deputy Principal on deputyprincipal@as.edu.au for approval for students in years 9-12, middle@as.edu.au for Middle School students and junior@as.edu.au for Junior School students.
- vii. The School has a number of key events held each year that are considered 'compulsory' for all students to attend. These include but are not limited to all inter-house sporting fixtures, activities week and bivouacs along with Speech Day, Passing Out Parade and Year 12 Valedictory. Failure to attend these events will impact on a student's eligibility to hold leadership roles or attend extra-curricular opportunities such as tours. Attendance to compulsory events is part of the School's conditions for enrolment, a pattern of absence may require a meeting with parents to discuss.
- viii. It is expected that students will be present for the duration of the school term and extended absences including late returns and early departures should only occur in exceptional circumstances.
- ix. If insufficient notice or reasoning is provided for leave from School, the student's absence will not be approved. In this instance, academic support and changes to assessment dates will not be provided.

- x. Should a student be unable to meet sporting obligations for a match for which they have been selected they are to seek leave from the coach concerned, giving as much notice as possible so a replacement can be found.

Attendance During the School Day

- i. Academic, pastoral care, assemblies and chapel times are viewed as an essential educative elements of the life of the School. Students must attend all timetabled classes, House & Year Level Meetings along with time allocated for Advisor, Chapel and Assemblies.
- ii. Students are not permitted to leave the School grounds during the school day without prior approval.

Unapproved absence from school activities (truancy) compromises the School's ability to provide its duty of care to students and will be considered a serious breach of School rules resulting in an escalated response such as afternoon detention, suspension or expulsion if repeated.

Safety

- i. Sensible behaviour is expected within and around buildings and on the sporting fields at all times. Inappropriate physical interactions between students will not be tolerated and may result in suspension or expulsion.
- ii. We have a 'hands-off' policy where students should not be laying a hand on another person.
- iii. Students are not to enter classrooms unless directed to by a staff member.
- iv. No missile of any kind may be thrown or projected.
- v. The riding of bicycles or skateboards is prohibited in the Lawrence Quadrangle and along the front drive. Students riding bicycles must wear a bicycle helmet.
- vi. No knives, explosives or dangerous materials may be brought into the school or boarding houses.
- vii. No student should have liquid paper in their possession. Correction tape or pens are permitted.
- viii. Students must not interfere with electric wires or fittings in school or boarding houses.
- ix. Students must not retain live ammunition or firearms.
- x. Students are forbidden to interfere with fire safety equipment. An automatic fine will be imposed if this occurs.
- xi. Aerosol cans of any type, particularly deodorants are not permitted because of the fire detection equipment. Any misuse will result in a substantial fine to the student responsible.

Bullying (Including Cyber Bullying)

The number one right of any student and staff member at TAS is to feel safe, while the number one responsibility of students is to ensure others feel safe. Students are also closely monitored in their

behaviour and encouraged to report anti-social behaviour (through such avenues as the bullying@as.edu.au email).

Bullying is the deliberate intention to harm someone who does not have the power to stop it. The central features of bullying are that it causes hurt and distress, is repeated, and it involves the use of power in an unfair way.

Bullying can take various forms, including but not limited to:

- Face-to-face, such as provoking fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space.
- In the form of exclusion or deliberately alienating people; or
- cyberbullying, which is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. This can take place through digital devices like mobile phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content.

The School community will not tolerate bullying or harassment in any form (physical, verbal, sexual, emotional or cyber) and instances of bullying will be dealt with in accordance with the School's Anti-Bullying Policy and Discipline Policy, and may include suspension or expulsion.

Motor Vehicles/ Driving

- i. No students who hold a "Provisional" driver's licence ("P" plates) or Learner's Licence ("L" plates) are permitted to drive a vehicle into the school grounds.
- ii. Day students may drive to school and park outside of the school grounds provided parents have provided the 'Permission to Drive to School' form in duplicate, available from Front Office or the school website.
- iii. The vehicle is not to be used between the commencement of the school day and 3.30 pm. The vehicle is not to be brought on to school property.
- iv. Students are not to convey other students in their cars without the written permission of parents of the passenger, which should then be submitted to the Deputy Principal for approval.
- v. Boarders are to seek permission from their Head of House before bringing a car to school. A separate Boarder's Drivers form is available from Front Office and the website.

Taxis

- i. No taxi is to be ordered from the school by pupils without the authority of either the Head of House, Reception or the Director of Co-Curricular, who will sign a Taxicharge docket.
- ii. The taxi company has been instructed that no other form but the school Taxicharge is to be

accepted.

Sexual Activity

- i. No sexual activity may take place on the school campus or at school functions or activities and camps. Respect for others and the school community's expectations as well as consideration for the wellbeing of all students is to be promoted throughout the School.
- ii. It is also expected that all students will refrain from making any physical contact and keep a respectful space from others during school and on school activities, on or off campus.

Smoking, Drinking, Drugs, Vaping, Nitrous Oxide

- i. Students may not smoke , vape or use nitrous oxide (commonly referred to as 'Nangs') nor may they bring any associated materials or paraphernalia into the school, under any circumstances.
- ii. Students may not bring alcohol into the school, nor have it on their possession, nor consume it. It is state law that alcohol may not be purchased by anyone under 18 years of age.
- iii. Smoking, drinking, drugs, vaping nitrous oxide etc. or remaining in the presence of others whilst in school uniform is also prohibited.
- iv. All drugs (including but not limited to depressants, stimulants and hallucinogens) are forbidden. The school will take disciplinary action concerning any individual within its jurisdiction who sells, helps obtain, possesses, consumes or is under the influence of any of these.
- v. Prescribed medicines must be left with the School Nurse in the Medical Centre.

Should any of the above rules be broken, this will be dealt with in accordance with the School's Discipline Policy, Smoking and Vaping Policy and Drugs Policies.

Leave Arrangements for Boarders:

- i. All leave is managed through the School's REACH Boarding Software. Please refer to the School's [Boarding Handbook](#) for information about this system and how to take leave.
- ii. *General:* Permission required for all leave and this responsibility is granted to Heads of House. With some exceptions, leave is subject to boarders not being required for any School activities.
- iii. *Leave with Parents:* TAS recognizes the right of access by parents/carers to their children at all times. Prior notification through REACH by the parents/ carers allows ample time for Heads of House to make the required arrangements and also to check school commitments or activities during the proposed leave period.
- iv. *Overnight Leave:* is permitted for boarders when going into a family situation where there is

parental supervision, and where the boarder's parents have approved of the hosts in advance. Students should return by 8.00 pm Sunday but on request students may be allowed to return to school by 8.20 am Monday.

- v. *House Visiting:* Students in one House may not visit students in another House unless permission has been obtained from the person on duty in each House. Day students must have permission from a boarding Head of House to visit students in their House.
- vi. *Town Leave* is permitted as follows:
 - Friday afternoons: Years 6-10
 - Monday & Fridays: Year 11
 - Any afternoon -Year 12
 - In addition, boarders may go into town on Saturday or Sunday for a maximum of three hours, provided there are no sporting or co-curricular commitments.
- vii. *Dinner Leave* – may be granted by a Head of House to a Year 12 boarder from 6pm to 9 pm Saturday evenings. Such leave requests must be approved by parents.

Technology at TAS

Please refer to the publication "[Technology at TAS](#)" and the [Acceptable Use Agreement](#) signed by all students when they collect their laptops for the School's expectations and requirements surrounding the use of technology at TAS.

Mobile Phones & Headphones:

The Armidale School acknowledges that parents/carers may wish their child to carry a mobile device for personal safety reasons. However, to maintain a safe, focused, and productive learning environment, the use of mobile devices is regulated in accordance with the following policy.

General Guidelines

- i. Mobile devices are brought to school at the owner's own risk. The School accepts no responsibility for loss, theft, or damage to devices.
- ii. Mobile devices must be used responsibly, in accordance with the School's expectations for appropriate behaviour and safety.
- iii. Misuse of mobile phones, including cyberbullying, inappropriate content, or disruption of the learning environment, will be addressed according to the School's policies on Bullying Prevention, Cyber Safety, and Information and Communication Technology.

Restrictions on Mobile Phones for Students in Pre-K to Year 7

- i. No Smartphones or Social Media Access:* No student from Pre-K to Year 7 shall have a smartphone or any phone capable of accessing social media on the school campus, including in the boarding houses. This policy applies to both Day Students and Boarders.
- ii. Consequences for Breach:* Any student found in breach of this rule may face consequences including confiscation of the device, detention, suspension, and a meeting with parents/carers.

Boarding Students

- i. Phone Storage:* Boarders are not permitted to bring their phones to school during the school day. All phones should remain securely locked away in the boarding house during school hours.
- ii. Consequences for Breach:* Boarders found using their phones during the school day will have their phone confiscated. The phone will be handed to the Boarding Head of House via Year Level Coordinator, and further consequences, such as detention, suspension or a meeting with parents, may be applied.

Day Students

- i. Phone Storage:* Day students who choose to bring a mobile phone to school must ensure it remains turned off or on silent, in their school bag or locker during the school day. Mobile phones should not be carried on the student's person at any time during school hours.
- ii. Consequences for Breach:* Day students found using their phones during the school day will have their phone confiscated. The phone will be handed to the Year Level Coordinator, and further consequences, such as detention, suspension or a meeting with parents, may be required.

Canteen Use

No Mobile Payments: Students are not permitted to use their mobile phones to purchase food or goods at the school canteen. All transactions must be made through other means, such as cash or credit/debit cards.

Exceptions and Special Circumstances

Health or Emergency Needs: Students who have a special requirement to use a mobile device for health reasons or other critical situations will require approval from the Deputy Principal. Parents should liaise with the Year Level Coordinator or Head of Boarding (for boarders) to formulate a plan for these students.

Confiscation and Return of Devices

Any mobile phone confiscated during the school day will be securely stored by the Year Level Coordinator until it is returned to the student or collected by a parent or guardian. A meeting with the student's parents may be requested if the situation warrants it.

Reporting and Consequences of Misuse

Any incidents of mobile phone misuse will be recorded and noted on the student's file. Disciplinary actions will be applied based on the severity of the incident, in accordance with the School's behavioural guidelines.

Emergency Contact

In case of an emergency, parents/carers are encouraged to contact reception, or alternatively, the Junior or Middle School receptions directly rather than attempting to reach their child via mobile phone. The School will ensure prompt communication and support for students in any urgent situation.

By adhering to this revised policy, we ensure that mobile phones do not interfere with the academic, social, and emotional well-being of our students, while still allowing for their safe and responsible use where necessary.

Note: This policy will be reviewed periodically to ensure it continues to meet the needs of students and the wider School community.

Personal Property

Students are responsible for their own personal property, which is brought onto the School grounds at their own risk.

Theft of others' property is forbidden and will be treated in accordance with the School's Discipline Policy.

