

## **Students, parents and visitors to the school shall:**

- Behave responsibly and safely at all times
- Respect the needs and rights of other members of the school community
- Respect school property by not marking, removing or damaging it
- Show courtesy and politeness to all members of the school community
- Refrain from having dogs on school property
- Respect the decision to have a “smoke-free” school
- Speak to a teacher if you are concerned about a child other than your own
- Drive with caution on the school grounds and adhere to the parking signs.

For more information on this Code of Conduct please see the [Orana website](#).

## **DRESS CODE**

Orana is a school community catering for very young children through to Senior College. There is an expectation that all students will dress in a manner that reflects a respectful attitude to our learning community.

We are conscious of the rights of our students to express their individuality, and our dress code aims to consider both the emotional and physical needs of the child. We believe that the students should wear colourful clothing designed for comfort, active play and sun safety. As such, we ask that you respect the dress code and, where necessary, assist your child to make appropriate choices about the clothes they wear to School.

Ultimately, clothing worn to school must be safe, practical and age-appropriate for the range of activities in the school day. In developing these guidelines, consideration has been given to:

- SunSmart ACT recommendations and Cancer Council guidelines (we are a SunSmart School)
- Workplace Health and Safety
- Suitability of clothing for a broad range of movement
- Age-appropriateness, and
- The underlying philosophy of our education.

In the Primary School, throughout the curriculum and the grounds, we aim to promote an aesthetically beautiful environment and we feel this should be reflected in what we wear.

For our complete Dress Code Policy, please refer to our [website](#).

## **GUIDELINES FOR THE USE OF ELECTRONIC EQUIPMENT**

In line with the school’s ethos to educate the ‘whole child’, Orana Steiner School aims to establish a school environment that will allow its students to experience minimal exposure to the pressures of social media and other addictive aspects of personal devices.

Orana Steiner School endeavours to ensure the safe, respectful and constructive use of ICT at the school. Staff and students must adhere to the school’s expectations in relation to the acceptable use of ICT. Members of the wider school community are also urged to be mindful of the school’s expectations, especially in setting examples for students.

For further information on our mobile phone policy, please refer to the parent portal on our [website](#).

## **BEHAVIOUR MANAGEMENT**

At Orana we approach behaviour management with the view that patience, care and structure are needed to deal with inappropriate behaviour whilst fostering an appreciation of others’ gifts and shortcomings.

By setting parameters that balance, heal, curb excesses and strengthen weaknesses, we gradually work towards the time when each student’s individuality can emerge, ready to be able to take charge of its own self-direction and self-discipline. We use restorative practices when issues arise to build strong relationships and community through communication, empathy and mutual respect.

## Aims

1. To create a social environment within the school that allows each individual to have the freedom to learn and develop a sense for beauty, goodness and wisdom.
2. To promote active participation in the life of the school that develops respect for and interest in others and fosters a sense of belonging within the school community.
3. To develop the ability to think and have an awareness of the ramifications of our actions on others in our School community.

## Class rules

All rules, within the classroom and outside on the playground, cover the School values of SAFETY, RESPECT, SELF RESPONSIBILITY and PARTICIPATION. These rules are made in consultation by teachers with their students, particularly with older students. Rules are to be written in a positive way e.g., we put our hands up when we wish to speak. All rules are discussed with children so that they are thoroughly understood and become points of shared understanding. Rules will be fair and follow-ups to breaches will be certain.

Classroom rules will cover such areas as the following:

- Talking and communication e.g., hands up when we wish to speak
- Learning e.g., how to get attention and help, cooperation in class
- Movement e.g., the way we move about our spaces
- Treatment e.g., the way we treat each other, use of manners
- Resolution of problems e.g., the way we resolve problems between students
- Safety e.g., safe behaviour, use of equipment.
- Consequences of breaches of the rules

## School rules

School rules cover areas such as movement around buildings, appropriate clothing for outside activities, and safe behaviour on the playgrounds, to name a few. These are basic rules that ensure the safety of students and Teachers, helping to maintain the Orana Steiner School environment as a positive and safe place. They also help to guide children's membership, participation and enjoyment of social groupings.

## Respectful behaviour is expected at all times

These aspects of respectful behaviour are to be discussed at class level:

- Use appropriate language at all times
- Respect for others physically and emotionally. Hitting, swearing, bullying and name calling are unacceptable
- Respect for others' property i.e., no stealing, wilful damage of other children's or school property. Property should never be left to lie around at night. Broken equipment is to be paid for
- Respect for the environment i.e., always put litter and compost in correct bins. Walk around, not through, gardens. Keep desks and walls clean of writing and drawing.

## Children must remain within boundaries at all times

The 'out of bounds' rule applies to:

- All children: any child out of bounds must be accompanied by class teacher
- Climbing up trees is allowed and guidelines are in place for height restrictions and types of tress
- The School Office is out of bounds for children unless they have a valid Out of Class Note from a teacher
- Building development sites on the grounds are out of bounds
- Classrooms are out of bounds outside class hours unless accompanied by a teacher.

## Only equipment necessary for School work is to be brought to School.

This rule applies to:

- Toys that are brought to school as they may be lost or broken and are better left at home
- Board games and indoor games are only to be brought in at the discretion of the class teacher
- Sports equipment as approved by teachers.

**Bikes, roller blades, scooters and skateboards are not to be ridden or used on school grounds at any time. Footwear and 360° hats to be worn every playtime.**

- Hats must be worn at all times when outside, even if students are sitting in shaded areas. These may be replaced by beanies in winter, in accordance with the Cancer Council recommendations.

**Boisterous games, running and ball games (except handball) to be played on playgrounds, or ovals, away from classrooms.**

**Cubby rules:**

- Boundaries surrounding the chosen site for the cubby are to be no further than 2 metres away from edges of cubby
- Cubbies may not be taken over without negotiation
- Cubbies must only use the materials that are at school, not brought from home.

**The following are not acceptable at School:**

- Riding skateboards, rollerblades, scooters or bikes in the school grounds
- Graffitiing on any school property, including desks or textbooks
- Littering and/or not using the recycling bins appropriately
- Electronic equipment
- Offensive language
- Aerosol products
- Chewing gum
- Spitting
- Intentionally causing physical harm to other or threatening to do the same
- Bullying.

## **POLICIES**

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Orana Steiner School has a detailed set of policies relating to its operations. These policies apply across the school and are available on the website.

Our policies are reviewed regularly, and parents are notified of any modifications and/or additions that may relate to them or their children.

## **WITHDRAWAL OF STUDENTS**

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Please refer to the current Fees and Charges Handbook for information regarding withdrawal fees. This document can be located on the website or obtained from the Finance Office. Parents must notify the Admissions Officer of the intention to withdraw their child/children within the time frames specified if they wish to avoid late notice fees.

## **LOST PROPERTY**

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Lost clothing, footwear, bags and lunch boxes are kept in the Lost Property Cupboard near the school office. Small, precious lost items such as keys and glasses will be kept in the school office. Unnamed items that have not been collected by the end of term may be donated to charity.

## **TRANSPORT**

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Transport Canberra (ACTION) currently provides buses to and from Orana for children living in North Canberra, Woden, South Canberra and Tuggeranong. Please contact Transport Canberra (ACTION) or the school office for details of these services. Teachers are rostered on bus duty every afternoon to supervise children at the School bus stop.

QCity Transit provides a service to and from Queanbeyan and from Griffith and to Yarralumla. Transborder buses provide a service to and from Yass. Details are available from the School Office. For your information the School policy for behaviour on buses is printed below:

## **Students' Behaviour on Buses**

For the benefit of all, students' behaviour on buses must be considerate, cooperative and not impinging on others. Intimidating behaviour is not acceptable.

Any student who feels threatened on the bus is invited to report complaints. The following procedure will ensue:

1. Student complains to any teacher
2. The complaint will be recorded with the Primary School Deputy Principal
3. The Deputy Principal will clarify the situation with the students involved as soon as possible
4. An offender will be warned that his/her behaviour is unacceptable and told why this is the case. The offender will be asked to offer alternative responses and will be coached in this. The warning will state that any similar complaints within the next 2 weeks will lead to his/her being kept off the bus for up to one week. Parents will be phoned and the situation fully reported
5. A further verified report within the fortnight (above procedure) means that the student's parents will be phoned, and the student is not allowed to travel on the bus for 1 - 5 days.

Please note that most bus companies have their own codes of behaviour and the right to uphold these requirements. Please ensure you and your child/ren are familiar with their expectations. Many parents organise carpools to transport their child/ren to and from School.

## **PARKING**

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### **Amphitheatre classroom carpark**

- Do not leave vehicle when using short stay pick up/set down car park area (western side of the Amphitheatre)
- Please use parking bays for long term parking
- No parking in any Staff Only parking area
- Do not park close to the pedestrian crossing or bus turning areas
- Staff Only car park is not for the dropping off or picking up of students.
- All parents and students are to cross at the designated crossing when crossing Hickey Court.
- Children must not be left unattended in vehicles.

### **Hill Campus**

- Car parking is available in the carpark at the top of Unwin Place
- Please do not park on lawn areas
- Do not leave vehicle when using the pick-up/set down area.
- Children must not be left unattended in vehicles.

**When driving elsewhere in the vicinity of the School grounds drive slowly and with great care.**