



WHAT YOU DO MATTERS

THE HUTCHINS SCHOOL School Rules

1 Conduct

Students are expected to conduct themselves in a manner consistent with the School's values of humility, kindness, courage and respect. All students must act honestly, show common sense, demonstrate good manners and exhibit loyalty to the School. In matters of school discipline and behaviour, the School will view more seriously circumstances where older or more senior students have involved other students, whether by intention or not.

2 The co-curricular program

- 2.1 The academic program (including homework where set) will have priority over other activities and teachers will require students to complete all class work or homework missed.
- 2.2 School detentions will take priority over co-curricular or outside commitments or interests.
- 2.3 The School's cultural, sporting and related activities are an integral part of the curriculum. Students will participate where and when required. Where a student has a conflict with club and Hutchins sport (whether playing or training) or any other activity the Hutchins commitment has priority.
- 2.4 Attendance by students at school camps is compulsory.
- 2.5 Sport is compulsory for all students. No student may play a single sport throughout the whole school year.
- 2.6 Hutchins students may not compete against other Hutchins students who are representing the School.
- 2.7 The Principal may grant approval for state or national training to take priority over school training. A student who plays sport for a club must also represent the School in that sport whenever that sport is offered by the School, except where the student is enrolled in another activity that would clash with that sport.
- 2.8 Exemption from any of the rules relating to the co-curricular program may be granted only by the Principal.

3 Uniform and personal appearance

- 3.1 Students must wear the approved school or sporting uniform to and from school and at any school-related activity.
- 3.2 Students must be neat in dress and conservative in appearance at school and all school-related activities.
- 3.3 The wearing of jewellery or body adornments in any form is prohibited.
- 3.4 Students' hair must be clean, neat and well-groomed at all times. Hair is to be natural in colour and off the collar and face without the use of hair accessories. Cuts or styles that are extreme and attract undue attention are not acceptable.
- 3.5 Students must be clean-shaven unless an exemption is granted by the Principal.
- 3.6 Students must wear formal shoes with polished black leather uppers and black laces when dressed in the formal school uniform.
Sports shoes may not be worn by students dressed in formal school uniform at any school-related activity.
- 3.7 Students must have an approved hat at school to be worn on campus, on school-related activities and as directed.

4 School hours

Normal school hours are:

- Pre-Kindergarten and Kindergarten: 8.30am–2.30pm
- Early Learning Centre (Prep to Year 2): 8.20am–3.00pm
- Junior School: 8.20am–3.15pm
- Middle School: 8.20am–3.30pm
- Senior School: 8.20am–3.30pm

Classes run Monday to Friday during the published term dates.

Supervision is provided from 8.00am until school classes commence in Pre-Kindergarten, Kindergarten, the Early Learning Centre and Junior School.

5 Health and safety

The safety of the School community is of prime concern to the School.

5.1 Students must not possess or deal in prohibited substances while on school premises, while wearing any item of school uniform, or while participating in any activity connected with the School or in circumstances where they are likely to be identified with the School.

The Deputy Principal, a Head of School or the Head of Boarding may search:

- the property of a student;
- students' lockers; and/or
- students' rooms in Burbury House

if it is believed that a student is in possession of prohibited substances.

'Prohibited substances' may include (but are not limited to):

- tobacco (in all its forms);
- alcohol;
- vaping devices and substances;
- prescription drugs used in any manner contrary to the issuing doctor's instructions; and
- any other substance declared illegal by the State of Tasmania.

5.2 Students must not bring offensive or dangerous items to school or any school-related activity.

5.3 Students must not take food or drink into any classroom or teaching area unless given permission by a member of staff. Chewing gum is forbidden at all school-related activities.

5.4 In areas such as:

- the science laboratories;
- the Design, Production and Digital Technologies Faculty;
- the computer laboratories;
- the Performing Arts studios;
- the gymnasium; and
- other specialist areas

students must observe the special regulations that apply.

5.5 During normal school hours students may not leave the grounds without permission from the Head of School.

5.6 Burbury House is out of bounds to day students unless the Head of Boarding gives permission or when it is being used as a 'safe house'.

5.7 Parents/carers are advised and must accept that the School does not hold Personal Accident Insurance for students.

6 Damages

If a student damages or breaks any item of school property – or notices a breakage – they must immediately report it to their Head of School. Where damage occurs as a result of carelessness or misbehaviour, students will be charged for the cost of repairs.

7 Vehicles

Year 12 students may drive to and from school if granted permission by their parents/carers and the Head of School. Under exceptional circumstances, permission may also be granted to Year 11 students.

Students may not park in the School car park.

A student may transport another student in their vehicle only with the express permission of the Head of School, their parents/carers and their passengers' parents/carers.

8 Computers

Students are bound by ICT Agreements when using school computers and ICT systems. The School's networks are filtered and monitored.

9 Absence

In the event of a student's absence due to illness, parents/carers must notify the School by 9.00am each day of their absence. A note to the student's class or House mentor explaining their absence must be provided upon their return to school.

Students will attend school during the published dates for each term. Under exceptional circumstances, the Head of School may grant permission for a student to be absent during these dates (see 10. Leave of absence).

For absences due to illness or exceptional circumstances greater than four consecutive weeks, a holding fee equivalent to 50% of the leave period will be charged. For absences up to four consecutive weeks or individual periods of no more than four weeks, 100% of the fee will be charged.

In the case of illness, no fee will be charged upon provision of a medical certificate covering any extended period of leave (i.e. more than four consecutive weeks).

10 Leave of Absence

Students are expected to be in attendance at school every day during school terms. The Education Act 2016 (Tas) outlines the reasons that a student may be absent. These 'authorised absences' include (but are not limited to) circumstances such as:

- illness;
- medical, legal or related appointments;
- extreme weather or natural disasters;
- terminal illness of an immediate family member;
- bereavement;
- family violence; or
- participation in state, national or international events.

The Education Act does not consider family holidays to be 'authorised absences' during school terms.

The School encourages families to plan holidays for the breaks during School terms to avoid disruption to or detrimental impact on students' learning. Students on a leave of absence will be supported with suggested learning materials, but the School cannot replace face-to-face teaching and learning.

All requests for a Leave of Absence must be submitted to and may only be approved by a Head of School.

11 Immunisations

The School is required to collect information regarding a child's immunisation history. It is also the parent/carer's obligation to keep the School up-to-date with any further immunisations given to that child throughout their time at Hutchins.

On first enrolling at Hutchins, or for any immunisations given after this date, an immunisation certificate (Health Record Booklet) or other proof of immunisation must be provided to the School. Where this cannot be supplied, a Statutory Declaration may be signed and lodged with the School.

The School accepts that it is a parent/carer's right not to immunise their child; however, in such instances parents/carers must understand that their child/children may be excluded from the School in the event of an outbreak of a vaccine-preventable disease. Parents/carers who wish not to immunise their child/children must sign a Statutory Declaration confirming their objection to doing so. Where a child is excluded from the School due to an outbreak of an infectious disease, full fees will be payable for the duration of that child's absence.

12 Lost property

- 12.1 Students' property must be named.
- 12.2 The School will not accept responsibility for loss of or damage to clothes or other personal effects of students while on School premises, at school-related events and functions, or in transit to or from the School.

13 Application for admission

By signing the Application Form parents/carers agree:

- 13.1 To pay a non-refundable application fee.
- 13.2 To provide (upon request) any relevant information concerning the student's educational or medical history.
- 13.3 To provide (upon request) the names of referees from whom the School may seek advice.

14 Business arrangements

By signing the Enrolment Form parents/carers agree:

- 14.1 That enrolment is subject to the School's acceptance of the enrolment and offer of a place in the School.
- 14.2 To pay all Tax Invoices for tuition fees issued by the School by the due date. Tax Invoices for tuition fees for Prep to Year 12 tuition fees are issued in advance and are due and payable by the first day of term unless other arrangements have been made (for example monthly direct debit).
- All other Tax Invoices for school-related fees and charges are due and payable immediately.
- Payments made by credit card will incur a surcharge when paying in person. The surcharge does not apply to direct debits.
- 14.3 To enter into a direct debit arrangement with the School for the payment of tuition fees for Pre- Kindergarten, Kindergarten and Outside School Hours Care. Statements are issued fortnightly and direct debit payments are processed in arrears. Parents/carers may access Child Care Subsidy (CCS) from the government for these services.
- 14.4 That interest will be paid on any overdue amounts owing to the School (including tuition fees, charges and interest) calculated at the ANZ Indicator Lending Rate, as varied, from the due date until the date of payment in full of those overdue amounts.
- 14.5 That non-payment of Tax Invoices may result in the account being lodged with a debt collection agency and all fees and charges incurred as a result of this lodgment will be charged to the account holder.

- 14.6** To pay an Enrolment Fee and Hutchins School Old Boys' Association Lifetime Membership Fee before the commencement of schooling as specified in the School's Offer of a Place letter (excluding Pre-Kindergarten and Kindergarten). The Enrolment Fee is payable for each child in the family but will be reduced to 50% of the current fee for the third and subsequent children of any one family. The Enrolment Fee is non-refundable even where the place is not taken up.
- 14.7** To give at least one term's written notice of withdrawal of a student from the School. Notice must be given by the 1st day of term for withdrawal at the end of that term. If this period of notice is not given, the remaining balance of the current term plus half of the tuition fees for the following term is due and calculated at the level at which the student is currently enrolled.
- 14.8** To immediately notify the School in writing of any serious illness, concussion or disability suffered or developed by the student.
- 14.9** To be bound by the School Rules as amended from time to time.

15 Termination of enrolment

Where any breach of these Rules is judged by the Principal to constitute a serious threat to the health, safety or welfare of the School community, or where the breach violates parent/carers' obligations to the School under Clause 14, the enrolment may be terminated. This may also include the non-payment of fees by their due date.

16 Use of photographs

The School is required to obtain specific consent to use photographs and recordings taken at school or at school-related activities to be published by or on behalf of the School for purposes associated with the School. Your permission will be requested on an annual basis via a consent form.

17 Disputes

If any student, or their parents/carers, has a complaint or dispute concerning the interpretation or application of the School Rules or the operation of the School, it will be considered and dealt with by the School Board as the Board sees fit upon a written submission to the Principal.

18 Amendment to School Rules

The School Board may amend these Rules from time to time by giving notification in the School's newsletter at least one school term before the amendment is to take effect.

