



Fiona Handbook

2025



Ascham Junior School (Fiona)

2025

Please keep this booklet available for reference

Fiona Office

T: 02 8356 7057

E: fiona@ascham.nsw.edu.au

Ascham Junior School (Fiona)

Years 3, 4, 5 and 6

School Hours

Supervision commences from 8am

School commences at 8.20am

Years 3 and 4 finish school at 3.05pm

Years 5 and 6 finish school at 3.15pm

Fiona Office hours are between 8am–4.30pm

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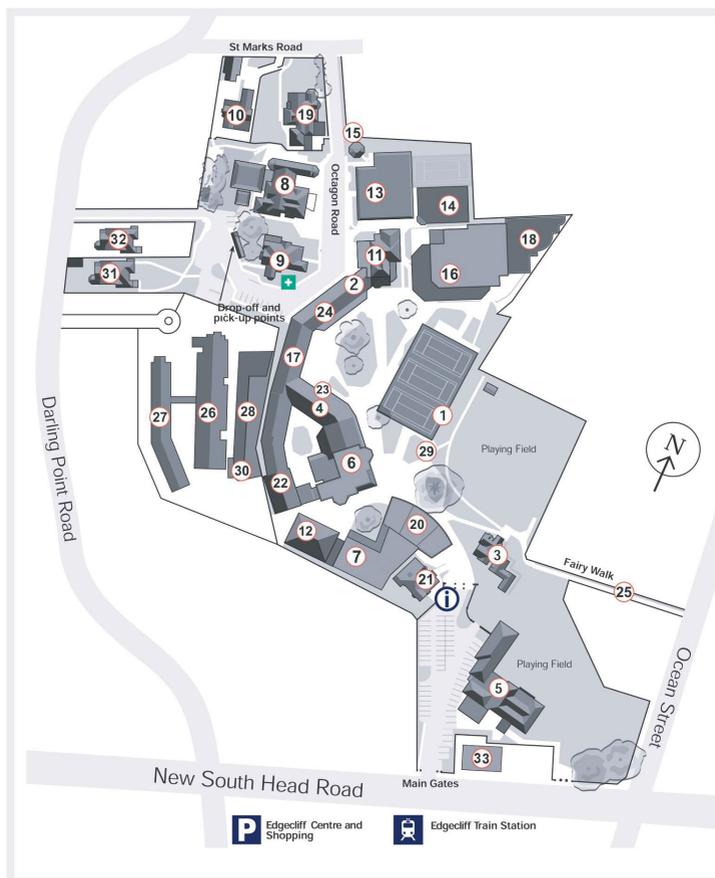
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School Map



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|----|--|----|--|----|--------------------------------------|
| 1 | Tennis Courts | 12 | The Margaret Bailey Building | 22 | The Whitehead Building |
| 2 | The Dining Room | 13 | Merrille Roberts Gymnasium and Swimming Pool | 23 | The Marie Daley Room |
| 3 | The Dower House | 14 | Multi Purpose Building (MPB) | 24 | The John Komaromi Classrooms |
| 4 | Fergusson House | 15 | The Octagon | 25 | Fairy Walk |
| 5 | Fiona | 16 | Packer Theatre | 26 | Duntrim House |
| 6 | Glenrock | 17 | The Patricia Johnston Wing | 27 | Annexe |
| 7 | The Halse Rogers Building | 18 | The Peter Adams Music School | 28 | Centre for the Sciences |
| 8 | Hillingdon and Louise Robert-Smith Hall | 19 | Raine House | 29 | Art School |
| 9 | Holmwood House Health Centre  | 20 | The T.M. Scott Building | 30 | The Barnet Lecture Theatre |
| 10 | Prep | 21 | Wallis House Reception and White Gate | 31 | 43 Darling Point Road |
| 11 | Macintosh House | | | 32 | 45 Darling Point Road |
| | | | | 33 | 208 New South Head Road/Uniform Shop |

Fiona Office

Fiona Office is located on the ground floor of the Fiona Building.

Wallis Reception

Parents coming for appointments or visiting Fiona must sign in to school at Wallis Reception.

Registration Morning

Thursday 30 January 2025 (Year 3 only)

All Year 3 girls are required to attend on Thursday 30 January from 8.30–9.30am. The girls are to meet in the Fiona Playground where they will be placed in their 2025 classes and meet their teacher. They do not stay on at school on this day. The girls are required to wear full School uniform and to bring their school bag as they will receive their text and exercise books.

Please note: Girls in Years 4, 5 and 6 do not need to come on this day.

First day

Friday 31 January 2025 (all Fiona students)

Girls in Years 4, 5 and 6 go to the Fiona Lawn. Year 3 girls will go directly to their new classrooms.

Travelling arrangements

Arrival and Morning Procedures

It is important that children arrive at school between 8am and 8.15am to have time to prepare for the day.

- Children who are late for any reason need to report to the Fiona Office to be signed in on arrival.
- Children should not arrive before 8am unless they are attending an activity before school.
- School classes commence at 8.20am each day.

Departure and Afternoon Procedures

- Years 3 and 4 finish at 3.05pm
- Years 5 and 6 finish at 3.15pm

After school departure supervision for Fiona girls concludes at 3.40pm at White Gate.

It is important that the school knows each girl's regular travelling arrangements. Any change should be indicated in writing, in advance. Please be sure that your daughter knows exactly what the arrangements are before arriving at school, as her safety is of paramount importance.

Please note that Fiona students are not permitted to be collected at Hillingdon or on Octagon Road.

Collecting children from White Gate by car

The White Gate collection area is at the top of the main driveway off New South Head Road. Parents in the car line need to display a name card which can be requested via email to fiona@ascham.nsw.edu.au. This name card must be visible upon entering the carpark until the student is in the vehicle. Parents must remain in their car at all times, so as not to slow down the car line. Please do not get out of your car. We ask parents to be mindful of not blocking traffic on New South Head Road.

Bus/train line

The bus/train line assembles outside Wallis Reception and the girls are taken across to the Edgecliff Centre via the crossing at the traffic lights at 3.25pm.

Walkers

Students who are walking home via Ocean Street or towards Double Bay via New South Head Road must join the walkers group. Walkers assemble near the Fiona building veranda steps and leave Fiona with a staff member via the pedestrian gate near the playground equipment.

Parents in cars may not take children out of the bus/train or walkers groups part way along the journey. It is not possible for teachers to supervise children meeting parents, sisters or brothers at the Edgecliff Interchange.

Children waiting for older sisters from the Senior School are to be collected no later than 3.40pm at White Gate.

Late collection

Girls who are not collected by 3.40pm are taken to TheirCare Outside School Hours Care located at Hillingdon where a charge applies.

All girls who are enrolled in Co-curricular activities after school, must be registered with TheirCare. Girls not collected promptly from these activities will be taken to TheirCare's Outside School Hours Care in Hillingdon where a charge applies.

Parking

- We remind you that there is no parking in the school grounds and ask you to please park in the nearby streets or shopping centres.
- Please do not park in any of the staff parking spaces.
- Please do not park your car or wait in neighbouring resident visitor parking spaces outside of the school grounds.

TheirCare Outside School Hours Care

TheirCare operates before and after school at the Louise Robert-Smith Hall at Hillingdon. Girls may be booked in on a permanent or casual basis. TheirCare provides afternoon tea, time for girls to play, relax and have homework supervised too.

Please note that girls with activities starting after 3.30pm should go to TheirCare to be supervised before the commencement of their activity, unless they are being collected straight after school and returned at the starting time of the activity.

Girls who are not collected within 10 minutes of the advertised finishing time of an activity will be taken to TheirCare.

To register for TheirCare Outside School Hours Care visit www.theircare.com.au or phone 1300 072 410.

Ascham Holiday Academy

Kindergarten to Year 6: Programs run from 9am–3.30pm daily during the school holiday period and take place at Ascham School. Students are grouped according to age and participate in specialised age-appropriate programs. Activities include Science Experiments, Coding, Writing and Art workshops, Performing Arts, Drama, Cooking, Craft, Tennis, Gymnastics, Swimming, Diving, and Environmental Activities. Further information is available from the Ascham Holiday Academy Coordinator at aha@ascham.nsw.edu.au.

Absence

Students must attend school from the first day until the last day of each term. During the day, students are required to attend all classes unless notification of an absence has been submitted to the school by a parent/guardian and approval has been given. Parents/guardians will be notified if a student is absent without explanation from school, not attending classes, or their attendance is deemed poor.

Recording Attendances

- Student attendance is recorded at morning roll call, and for each lesson throughout the day, tracked by the Attendance Officers.
- If a student is marked absent from roll call and the school has not been advised, the Attendance Officers will follow up the absence with the parent/s or guardian.
- It is the Class Teachers and Specialist Teachers' responsibility to complete roll call online via Synergetic. This applies to all lessons.
- On Thursday mornings, Year 3 students who attend Music programs are marked off the lesson by the Music staff. If a student's absence at Music is confirmed, it is noted as explained with appropriate reason.

Attendance and Absences

Students must attend school from the first day until the last day of each term.

Students should arrive to school by 8.10am and be in their classrooms by 8.20am as this is the beginning of the school day. School finishes at 3.05pm (Years 3 and 4), and 3.15pm (Years 5 and 6).

Parents/guardians should notify the school of an absence as instructed below. If a student is absent from school without prior notification, an SMS message will be sent asking parents to confirm the reason for the absence.

Late Arrival to School

If a student is late to school, she must be signed into school by a parent or guardian at Wallis Reception.

Attending Appointments

Please try to make a medical, dental or specialist appointment after school hours or during the holidays.

If a student needs to attend a medical, dental, orthodontic or a non-medical appointment, a parent should notify the school by submitting a 'Student Absence' form. The link is located on the Hub dashboard under the student's photo.

All students arriving and leaving during the school day must be signed in or out by a parent or guardian at Wallis Reception.

Absence Due to Illness

A parent or guardian should notify the school of an absence due to illness before 8am by submitting a 'Student Absence' form. The link is located on the Hub dashboard under the student's photo.

Please refer to the section below to cancel Co-curricular lessons during your daughter's absence.

Absence due to illness or medical reasons of 4 days or more requires a doctor's/medical certificate, provided to the school the day following the absence.

Please report all infectious diseases promptly and check the required isolation and exclusion times. A doctor's certificate will be required on the student's return.

A student who has been ill during the night or before school must stay at home. Such upsets need 24-hour clearance.

If a student has a heavy cold or sore throat, she should stay at home to avoid spreading the infection.

Cancelling Co-curricular Lessons Due to an Absence

If a student will miss a Music, Speech and Drama, Tennis, or Swimming lesson due to an absence, a parent/guardian must advise the relevant department directly:

- music@ascham.nsw.edu.au
- speech@ascham.nsw.edu.au
- tennis@ascham.nsw.edu.au
- swimming@ascham.nsw.edu.au

For missed lessons, unless reasonable notice is given (minimum 24 hours) to the relevant department, any absence due to illness will be charged to the student's account.

Applying for Leave—1-2 days

Parents should email requests for personal leave of **1-2 days** to the **Head of Junior School** fiona@ascham.nsw.edu.au for approval.

Applying for Extended Leave—2 days or more

Given our extensive holidays, permission to extend these in any way is contrary to school policy. All trips and overseas travel should be planned during the designated holiday periods. Exceptions to this policy may be made in special circumstances. However, written permission must be obtained at least two weeks in advance from the Head of Junior School. Please note that permission is not automatically granted.

Requests for leave for special circumstances should be emailed to the Head of Junior School fiona@ascham.nsw.edu.au.

If the Extended Leave is approved by the Head of School, a *Certificate of Extended Leave* will be issued and should be carried by the parent/guardian/student, if overseas travel applies, to present at airport customs if requested.

If the leave is unapproved but still taken, the parents/guardians will be required to meet with the Head of Junior School to discuss their daughter's enrolment at Ascham.

Change of Contact Details

The school should be notified immediately of any change of address, telephone number (home, work or mobile) or email address. Parents can update their contact details directly via the Hub under 'My Details', 'Edit'.

Temporary Parental Absence

If there is a change in routine, such as when a student is temporarily in the care of others while parents are away, parents should notify their daughter's teacher by email to fiona@ascham.nsw.edu.au with the name and phone number/s of the guardian/s or carer/s

Communication

Ascham Hub for parents

The Ascham Hub is the school's intranet for parents, staff and students. On your personalised dashboard, you will receive notifications when new information is posted and when you need to action an item. The Hub is also a repository for helpful documents and resources, the school calendar, tuckshop menus, uniform price lists and school policies.

The Ascham IT Department provides parents with personal login details and a password.

Messages from parents

Absence notes, travel arrangements, photo permissions, medical information, change of address and telephone contacts should be made through the Ascham Hub.

Parents' absence details, alterations in people authorised to collect children, change of nanny or babysitter etc should be made in writing, via email to fiona@ascham.nsw.edu.au.

Please do not combine absence notes with other requests—separate notes are required.

Reports

Written reports for all Fiona students are available to parents via the Hub at the end of Term 2 and Term 4. If you have any concerns about your daughter's progress, please call the Fiona Office on 02 8356 7057 to make an appointment to see your daughter's teacher.

Telephone calls

We request that you avoid calls regarding changes in travel or other arrangements, which should be made in writing.

Term consent and student information form

Towards the end of each term you will be emailed an online consent form via the Hub for the following term. Please complete this form to give your daughter permission to be involved in activities for the next term.

Meetings

Parent Teacher information meeting

This is held early in Term 1. General routine matters are discussed.

Parent Teacher interviews

Individual interviews are held in Term 1 and in Term 3. Parent teacher interviews are booked online through the Hub and you will be notified when bookings open.

For interviews at other times please email fiona@ascham.nsw.edu.au. Alternatively, an appointment can be requested in the homework diary.

Please do not try to discuss concerns with the teacher while in the car line. It is important that parents use discretion when making comments concerning children in their presence.

Events and Functions

Class assemblies

These occur during the year and are a culmination of class topics. Fiona classes make up the audience and the Head of School frequently attends. An invitation will be sent to parents and grandparents to attend a class assembly during the year.

Fiona Swimming Carnival

This is held at the Ryde Aquatic Centre in Term 1. All Fiona girls attend this carnival and are expected to stay for the full day. Parents and carers are invited to attend.

Year 6 Outdoor Education Camp

During Term 1, Year 6 classes will be participating in a leadership camp at *The Great Aussie Bush Camp* at Tea Gardens, north of Newcastle. The girls will be away for three days and two nights in total.

The camp will be an exciting and challenging experience for the girls, where they will have the opportunity to get to know each other in a different context. Through participation in adventure-based activities such as canoeing, bush craft and rope courses, the girls will strengthen relationships and develop leadership skills in preparation for the leadership roles they will engage in during the year.

Year 5 Outdoor Education Camp

During Term 1, Year 5 classes will be participating in a camp at the Collaroy Centre on Sydney's Northern Beaches. The girls will be away for three days and two nights in total.

Through participation in adventure-based and team activities, the girls will strengthen relationships and develop resilience and problem-solving skills in preparation for the year ahead.

Year 4 Outdoor Education Camp

During Term 3, Year 4 classes will travel to *The Tops* in Stanwell Park, south of Sydney, for a three-day excursion. During this camp the girls will participate in a range of individual and collaborative activities that will serve to challenge them in a supportive environment. This opportunity will allow them to reflect upon their signature strengths and promote cooperative learning strategies.

Year 3 Outdoor Education Camp

During Term 4, Year 3 classes will travel to *The Tops* in Stanwell Park, south of Sydney, for an overnight excursion. This will provide students with an invaluable opportunity to engage in a range of activities that seek to develop positive habits of the mind. Working collaboratively in this context, students will be supported to develop their sense of confidence, persistence, resilience and organisation.

Fiona Cross Country Carnival

This is held at Centennial Park during Term 1. Parents and carers are invited to attend.

Fiona Mother's Day Breakfast

Fiona girls and their mothers and/or grandmothers come to Fiona for breakfast in the week preceding Mother's Day.

Fiona Music Camp

Music Camp is held onsite in Term 2 for all students. Children in the Junior School who are in the orchestras, Larks, Nightingales and selected instrumental groups have the opportunity to perform in the Music Camp Concert held on the final day of camp. Parents and carers are invited to attend.

Fiona Open Day

Fiona Open Day in the Junior School is held at the end of Term 2. It is a day when parents, grandparents and any interested friends may visit the school and see the children's work. The day commences with a performance in the Packer Theatre followed by morning tea and class visits.

Fiona Athletics Carnival

This is held Term 3. All Fiona girls attend this carnival. Parents and friends are invited to attend.

Fiona Father's Day Breakfast

Fiona girls and their fathers and/or grandfathers come to Fiona for breakfast in the week preceding Father's Day.

Senior School Orientation Day

This is held in Term 4 for Year 6 students and their parents. The girls will undertake orientation activities. Parents will attend an information session, followed by morning tea with the Senior School academic staff.

Fiona Orientation Day

This is held in Term 4 for new Fiona students and for Year 2 students and their parents. At this time an outline of the Fiona Program is provided, and students engage in orientation activities meeting teachers and making new friends.

Fiona Instrumental Concert

This concert is held in Term 4. This exciting evening of performances will feature Larks, Nightingales, the Fiona String Orchestras and the Fiona Band Program, along with the Year Choirs from Years 3–6. All girls are expected to attend and need to wear their full school uniform.

Grandparents Day

Fiona girls invite their grandparents or special 'older' guests to enjoy an afternoon at Ascham.

Fiona Prizegiving

This is held in the Packer Theatre at the end of Term 4. Parents and friends are welcome to attend.

Social Functions

The school advises that low-key, low-cost functions are the best community activities e.g. picnics. The Ascham Parents' Association organises regular events. Any notice about such an event must be approved by the school before it is distributed to families.

Junior School Houses

The three Junior School Houses are:

- Bunya: Green
- Coolac: Red
- Waree: Blue

Uniform

The school uniform comprises:

Summer uniform

- Ascham summer tunic (at the knee when standing)
- Ascham jumper or cardigan (worn on cooler days)
- Ascham white ankle socks with khaki stripe
- Brown shoes; Clarks, Start-rite or Midford. Midford shoes are available at the Uniform Shop.

Winter uniform

- Ascham winter tunic (at the knee when standing)
- White, long-sleeved shirt
- School blazer (to be worn to and from school each day)
- Plain blue tie
- **Ascham navy-blue trousers**
- Regulation tights or long socks
- Brown shoes; Clarks, or Midford. (Midford shoes are available at the Uniform Shop).

Both seasons

- Fiona cap or navy bucket hat
- Red hair ribbons
- School jumper/cardigan (optional).

Additional uniform items

- Raincoat with hood
- Navy woollen gloves (optional)
- Ascham navy scarf (optional)
- Ascham medium-sized school backpack with school crest
- Pencil case and homework folder

Sports uniform

The Sports uniform comprises:

Summer uniform | Term 1 and Term 4

- Ascham white sports polo shirt
- Ascham navy sports shorts or navy sports skort (just above the knee when standing)
- Sports shoes
- Ascham white, ankle-length socks with khaki stripe

Winter uniform | Term 2 and Term 3

- Ascham navy sports polo top
- Ascham Junior School red tracksuit top
- Ascham navy track pants
- Ascham navy polar fleece vest (optional)
- Ascham jumper/cardigan (optional)
- Sports shoes
- Ascham white, ankle-length socks with khaki stripe

Swimming uniform | Term 1 and Term 2

- Ascham swimming costume
- Swimming cap in House colour
- Goggles
- Ascham swimming bag

Other

- Sports bag: Sports uniform may only be worn to school on those days when your daughter has her class PE lesson. Girls may not wear sports uniform to School if they have diving or swimming as the sports uniform is not required for any of these lessons. Girls must change during the day for other sporting commitments or practices.

Uniform Shop

- For details of the school uniform, pricing and Uniform Shop hours, please refer to the Ascham Hub.
- Uniform fittings are by appointment only. For an appointment please call 02 8356 7062 or email ascham@midford.com.au. Appointments must be made for new enrolments.
- All items listed must meet the uniform regulations and clearly labelled with your daughter's name.

Shoes

Shoes should be Clarks, Midford or Start-Rite, available at:

Ascham Uniform Shop—Brown lace-ups children sizes UK10 to UK3; adult sizes UK4 to UK9. Brown Mary Janes sizes UK10 to UK5

Athlete's Foot, Shop 2041 Level 2, Westfield, Bondi Junction—Brown Mary Janes UK10 to UK5. Lace-ups UK12 to UK8 all in multiple widths

T: 02 9389 5513

W: theathletesfoot.com.au

Fussy Feet, 825/B New South Head Road, Rose Bay

T: 02 9371 2565

E: info@fussyfeet.com.au

W: fussyfeet.com.au

Shoes and Sox, Shop 5035 Westfield, Bondi Junction—Brown Mary Janes UK12 to UK3½. Lace Ups starting at UK12 all in multiple widths

T: 02 9386 1129

W: shoesandsox.com.au/

The Shoe Shop, 25 Tramore Place, Killarney Heights—the store does not have brown shoes in stock but will order them in for you

T: 02 9453 2409

E: shoeshop@optushome.com.au

W: shoeshop.com.au

Labelling belongings

All items of clothing, including underwear and swimming costumes, must be marked clearly with woven name tapes. These may be ordered through the Uniform Shop. Marking pen on tape is not as effective as it tends to fade or wash out. Shoes, lunch boxes, lids and towels are to be labelled. Tennis racquets and musical instruments should be suitably engraved or labelled. The Uniform Shop sells luggage tags that are suitable to label bags and musical cases.

Lost property

- Girls should look in the lost property crate for lost items at any time throughout the year.
- Unclaimed clothing will be sent to charity at the end of the year.

General tidiness and hygiene

- Hair should be clean and tidy.
- Hair that touches the collar is to be tied back.
- Fingernails are to be kept short. Nail polish is not permitted.
- A handkerchief or tissues should be brought in each day.
- Jewellery is not permitted, although one pair of small plain gold or silver studs or sleepers may be worn if ears are pierced.

Mobile phones and smartwatches with cellular access

- Only girls who travel on public transport or walk to or from school are permitted to bring mobile phones to school. They must hand them in to their class teacher first thing in the morning and be responsible for collecting them as they leave in the afternoon.
- Any girl who brings a smartwatch (with cellular access) to school must hand it in to their class teacher first thing in the morning and be responsible for collecting it as they leave in the afternoon.
- Mobile phones and smartwatches (with cellular access) may not be used or accessed during school hours.
- Girls found with a mobile phone or a smartwatch (with cellular access) during the school day will have it confiscated.

Medication

Consent for the administration of medication is to be given via the online Medical Form which is available on the Hub.

Please contact the school nurse if your daughter requires the administration of prescribed medication whilst at school. All medication will need to be supplied in original packaging with the pharmacy label intact, along with a doctor's letter.

If your daughter requires the administration of medication during a camp, the Medication Authority Form will need to be completed. Instructions for camp medication notification will be provided prior to each camp with guidelines outlining the need for medication to be supplied in a Webster-pak from the pharmacy along with a doctor's letter.

Head lice

Children's hair should be checked regularly. If there is an outbreak in your daughter's class you will be notified and your daughter's hair should be checked thoroughly. If her hair is infested, it must be treated appropriately. She cannot return to school until all traces of lice and eggs have been removed. Please consult your pharmacist for suitable treatments.

Meals/tuckshop

- Due to allergies, the girls are not permitted to bring peanut butter, Nutella or nuts in any form to school.
- Children are encouraged to eat healthy meals. Potato crisps, sweets, chocolate bars, chewing gum, soft drink, etc. are not suitable. Fruit is an excellent snack for morning tea.
- Please do not send glass thermos flasks or bottles to school.
- Girls may fill their water bottles from the water coolers in Fiona.
- Tuckshop lunch orders are available from Monday to Friday and can be made on [My Monitor](#) with your login. Please be advised that you must specify your daughter's dietary restrictions and allergies when ordering online.
- Girls are not permitted to buy directly from the Tuckshop. This is a Senior School privilege.

Class activities

Term overviews

Details regarding the different topics studied each term will be available via the Hub so that children can bring in items of interest. Parents can assist their daughters to collect pictures, visit the library and look for information on the topic.

Textbook and stationery requirements

- Textbooks will be available to order online through Campion Education.
- Liquid paper is not allowed at school.
- Pencil cases and zip folders (recommended as a homework or groups 'folder') are available for purchase from the Uniform Shop.

Stationery

The cost of a student diary and English, Mathematics and Art supplies will be billed to your account.

Junior School Diary

- The Junior School Diary is a formal document that is to be used for planning homework completion. It must be brought to school each day and maintained in a neat and tidy manner.
- Parents must sign the Diary each night once they have checked their daughter's homework is complete.
- Diaries may also be used for brief communications with your daughter's teacher. For longer communication, it is recommended that you send a separate letter or contact the school via email at fiona@ascham.nsw.edu.au.

Homework

Homework is set to consolidate concepts taught during the day or for completion of work. It is important that girls are encouraged to develop good home study habits.

- Children should not spend too much time on homework but use their time conscientiously.
- It is not useful for parents to do any part of the homework or supply answers.
- Homework should be done in a suitable, quiet place and preferably before dinner.
- Children should be encouraged to pack their books in their bags as soon as the homework is completed.

	Year 3	Year 4	Year 5	Year 6
Key focus of Homework		<ul style="list-style-type: none">• English• Mathematics• History/Geography• Science• Languages		
Average minutes per session	30–40 min	40–50 mins	50–60 mins	60–80 mins
Sessions per week	4 (Tues–Tues)	4 (Tues–Tues)	4 (Tues–Tues)	4 (Tues–Tues)

Reading

Students in Years 3 and 4 should read for an additional 15–20 minutes each day.

Students in Years 5 and 6 should read for an additional 25–30 minutes each day.

Parents should:

- Read with and to children
- Show an interest in homework
- Encourage learning of basic number facts including multiplication tables
- Encourage effective use of time
- Encourage neat presentation
- Explain, where necessary, in lower Years
- Supervise instrumental practice
- Sign homework diary daily.

Excursions

- A consent form will be distributed via the Hub prior to each term requesting permission for your daughter to attend these events.
- Class excursions are arranged during the school year and details are sent in advance advising the cost, the correct uniform to be worn and transport arrangements.
- Excursions are integrated with the learning program and students are strictly supervised on excursions.

Volunteers—Working with Children Check

Ascham School recognises the value of volunteers in contributing to our school community. They make a considerable contribution by giving their time and sharing their skills and expertise with others.

The Ascham School Volunteer Management Policy on the Hub outlines a standard of behaviour expected from volunteers at our school and includes a Volunteer Agreement which needs to be completed each year, prior to volunteering.

In keeping with best practice in Child Protection, Ascham School requires all volunteers to agree to and comply with the Ascham School Volunteer Management Policy.

In addition, all volunteers need to provide a current NSW Working With Children Check (WWCC).

If you do not already have a current employee or volunteer WWCC, you can apply online for your WWCC. There is no fee for a volunteer WWCC.

- Step 1: Complete the online form on the Service NSW website—www.service.nsw.gov.au/transaction/apply-working-children-check.
- Step 2: Go to a Service NSW to provide identity documentation.
- Step 3: Once your application has been processed by Service NSW, you will be notified by email.
- Step 4: Provide a copy of your WWCC approval letter and date of birth to fiona@ascham.nsw.edu.au.
- Step 5: Review the Ascham School Volunteers Policy and Procedures and sign the Ascham Volunteer Agreement form—available on the Hub and at the Fiona Office.
- Step 6: Ascham will verify your WWCC status and will then send you an email to advise that you have been cleared and are now able to volunteer at Ascham.

A parent induction will be given prior to each instance where parental assistance is required.

Charities

Each year, various charities are supported in order to encourage social awareness. Girls work together to raise money and serve the community.

As part of the girls' charity activities, 'mufti days' may be organised. Although the girls may not be wearing school uniform on these particular days it is essential that the clothing worn to school provides sufficient sun protection. Tops that do not protect shoulders and the neck area are not acceptable.

For safety reasons the girls are asked to wear their sports shoes or shoes that cannot slip off. Sandals, thongs and UGG boots are not considered suitable footwear for school.

Birthdays

Please do not arrange a birthday party on a school day. Weekday parties interfere with routine and homework and make the children very excitable during the day at school. You may like to send in a special treat for your daughter to share with her class. Please ensure that it is small and clearly labelled with all the ingredients, noting that girls are not permitted to bring nuts in any form to school.

Invitations to birthday parties and other functions should be posted or emailed. They cannot be given out at school.

Co-curricular activities

All girls who are enrolled in co-curricular activities, after school, must be registered with TheirCare. Girls not collected promptly from these activities will be taken to TheirCare Outside School Hours Care in Hillingdon where a charge applies.

General Activities

There are a range of co-curricular activities offered in Fiona throughout the year. Some of the activities that are offered include:

Art Club—This program is designed for the girls to extend their creative art-making skills.

Chess—The girls are coached by a member from the Sydney Academy of Chess. During sessions participants are taken through strategies and game tactics. An opportunity to compete in the Interschool Chess Challenge will also be available.

Debating—Fiona girls in Years 4, 5 and 6 are offered the opportunity to be involved in Debating. This is a full-year commitment. Girls will be coached by a debating specialist from Masters Academy.

For Years 5 and 6 there is an opportunity to trial for the ISDA or IPSHA competitions.

Parents are responsible for transporting their daughter to and from away debates in both the ISDA and IPSHA competitions.

Important note: Debating is a significant commitment. It is imperative that the students carefully review the coaching and competition schedules prior to committing. Debates and coaching may clash with other co-curricular activities and sports. If your daughter is interested in Debating, please ensure that she is not enrolled in activities that clash with coaching and Debating times.

STEAM Club provides girls with the opportunity to find solutions to real-world problems, empowering students to be independent and creative thinkers and enabling students to learn through discovery. Exposing primary students to STEAM-related concepts, sparks curiosity and encourages participation in Science, Technology, Engineering, Arts and Maths subjects in the future. Co-curricular STEAM activities provide opportunities for students to develop essential skills while exploring subjects often outside of the curriculum. Activities are usually led by student interest, utilising technology and involving collaboration through a design process.

Registration forms, information and schedules will be available on the Hub. Please refer to the Co-curricular Guidelines that can be found on the Hub before committing your daughter to these activities.

Enquiries regarding the above activities can be directed to:

- Sport: sport@ascham.nsw.edu.au
- Swimming: swimming@ascham.nsw.edu.au
- Tennis: tennis@ascham.nsw.edu.au
- Music: music@ascham.nsw.edu.au
- Speech and Drama: speech@ascham.nsw.edu.au
- Co-curricular: cocurricular@ascham.nsw.edu.au
- General enquiries: fiona@ascham.nsw.edu.au

Music

Overview—Girls have the opportunity to engage in a variety of music activities both in the classroom and co-curricular program. The school offers individual instrumental tuition on wide variety of instruments, as well as vocal lessons for students in Year 6. All girls are encouraged to participate in one of the many ensembles on offer as well as work towards performances in assemblies, recitals and formal concerts.

Fiona Classroom Music—This program focuses on singing, movement, listening, composing and instrumental performance. Music literacy is progressively acquired and girls are encouraged to create and perform their own works. Students in Years 4 – 6 all receive an hour of classroom music each week and participate in a 30-minute grade choir rehearsal.

Year 3 Instrumental Program—Music in Year 3 is divided into three distinctive sections each week:

- 30-minute classroom lesson
- 30-minute grade choir rehearsal
- 45-minute group instrumental lesson

The Year 3 Instrumental Program forms a core part of the Music curriculum. The aim of the program is to give every girl the experience of playing an instrument and participating in an ensemble. Playing an instrument provides students with the opportunity to apply the knowledge gained during classroom music lessons.

Instrumental Tuition—Ascham is fortunate to have a large number of excellent instrumental and musicianship teachers. Private lessons are offered on the following instruments for Fiona girls:

Strings:

- Violin
- Viola
- Cello
- Double Bass

Woodwind:

- Flute
- Clarinet
- Saxophone
- Oboe
- Bassoon

Brass:

- Trumpet
- Trombone
- Euphonium
- French Horn

Percussion:

- Mallet Percussion
- Drum Kit

Guitar:

- Guitar
- Bass Ukulele

Vocal Studies * Year 6 only

Musicianship—Grades 1-4

For information regarding applications for instrumental lessons please contact the Music Administrator via email music@ascham.nsw.edu.au.

Special Events—Other learning and performance opportunities are available to girls at Ascham. Visiting conductors and performers are often invited to work with an orchestra, choir or ensemble.

Other special events include Fiona Music Camp, Twilight Concerts, Assemblies and a number of concerts throughout the year.

Ensembles in Fiona

Strings

Year 3 String Ensemble	This group is open to continuing string players in Year 3 and is designed to develop basic ensemble skills. Rehearsals take place during the Year 3 Instrumental Program. Girls in this ensemble are also welcome to participate in Corelli or Vivaldi Strings.
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Corelli Strings	Consists of girls in Fiona who demonstrate competent reading skills, intonation, rhythm and tonal control. Corelli Strings rehearses one morning per week.
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Vivaldi Strings	Consists of girls in Fiona who demonstrate good reading skills, intonation, rhythm and tonal control. Vivaldi Strings rehearses one morning per week.
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Kreisler Ensemble	This is a chamber string orchestra for girls in Years 4 – 6 who demonstrate excellent reading skills, intonation, rhythm and tonal control. Kreisler Ensemble is made up of advanced players and the repertoire undertaken by this group of musicians is more challenging. Kreisler Ensemble rehearses one morning per week.
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Fiona Beginner Guitar Ensemble	Open to beginner guitar players. This ensemble rehearses weekly during lunchtime.
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Fiona Guitar Ensemble	Open to more advanced guitar players. This ensemble rehearses weekly during lunchtime.
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Extension String Opportunities

Fiona Symphony Orchestra	This extension large ensemble is by invitation to girls in Kreisler Ensemble. Musicians in Symphony Orchestra are encouraged to develop musical independence through learning to tune themselves and problem solve with less tutor guidance. This ensemble rehearses one afternoon per week.
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Ascham Grammar Ensemble	The school participates in a combined string orchestra with Sydney Grammar Preparatory School, Edgecliff. Auditions are held in Term 4. The orchestra rehearses on Wednesday afternoons at Sydney Grammar Prep. This is an advanced ensemble and a high standard of musicianship is required. The Ascham Grammar Ensemble participates in a chamber music weekend each year in Term 1. The orchestra performs in concerts at both Ascham and Sydney Grammar Preparatory School throughout the year. Students must be members of both Kreisler Ensemble and Fiona Symphony Orchestra to join the Ascham Grammar Ensemble.
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Brass, Woodwind and Percussion

Fiona Training Band	This group begins in Term 3 and includes all Year 3 students who learn a woodwind, brass and percussion instrument in the Year 3 Instrumental Program. Rehearsals take place during the usual Year 3 Instrumental Program time from 8.15–9am.
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Fiona Concert Band	Consists of girls who have been learning their instrument for 1–2 years. This group rehearses one morning per week.
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Fiona Wind Symphony	Consists of more advanced wind and brass players. This group will rehearse one morning per week.
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Fiona Rock Band	Open to guitar, percussion, bass, keyboard students and singers in Years 5 and 6.
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Extension Brass, Woodwind and Percussion Opportunities

Fiona Stage Band	Open to more advanced woodwind, brass, percussion, piano and bass students. This ensemble introduces students to playing jazz band repertoire.
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Fiona Symphony Orchestra	This extension large ensemble is open to girls who successfully audition for the Fiona Wind Symphony. Musicians in Symphony Orchestra are encouraged to develop musical independence by working with a larger number of parts and problem solve with less tutor guidance. This ensemble rehearses one morning per week.
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Instrumental Clubs—There are a variety of instrumental clubs available to any student wishing to explore their instrument further to develop performance skills.

Choirs—In addition to compulsory Grade Choirs, Fiona offers extension choral opportunities to those who want to broaden their singing experiences.

Larks—Is open to girls in Years 3 and 4 who enjoy singing in a choir and want to develop their vocal technique and music reading skills. Choristers sing works from a wide variety of musical genres and begin to develop their ability to sing in parts.

Nightingales—Is open to girls in Years 5 and 6 who enjoy singing in a choir and want to develop their vocal technique and music reading skills. Choristers sing works from a wide variety of musical genres and begin to develop their ability to sing in parts.

Any enquiries regarding the Fiona Music Program should be made to the Head of Junior School Music via music@ascham.nsw.edu.au.

Speech and Drama

Studies in Speech and Drama develop self-esteem, discipline and imagination. At Ascham, studies in Speech and Drama instil skills to allow girls to Be Heard, Be Understood, Be Remembered and Be Confident.

Speech and Drama lessons are offered during the school day as well as before and after school. In the Speech and Drama program, students study a wide range of topics including Voice, Diction, Drama, Public Speaking, Poetry, Social Communication, Storytelling, Stage Craft, Text Interpretation, Mime and Improvisation. All students are encouraged to take part in a Fiona Speech and Drama Soirée. Students also have the opportunity to present for a Speech and Drama examination.

Further information and registration forms can be found on the Hub or by emailing speech@ascham.nsw.edu.au.

Theatresports

Theatresports is an activity where the girls explore improvisation in a safe and fun environment. By working in teams to develop entertaining scenes with no preparation, girls are encouraged to be creative, think laterally and be spontaneous in thought and action. It's also a lot of fun. Classes take place once a week in the afternoon and are open for girls in Year 6.

Public Speaking

The Public Speaking Club is a co-curricular activity offered to students in Year 5 who wish to expand their public speaking skills and boost their confidence to speak in front of an audience. Students will meet once a week and work to develop their communicative and speaking skills through games, activities and speech writing exercises. The club will help students learn how to structure, write and deliver speeches.

Sport

At Ascham we value participation in sport and it has always been an integral part of our students' daily life. Our aim is to instil the school values of Kindness and Respect, Collaboration and Community, Courage and Resilience, Acceptance and Responsibility and Ambition to promote a sense of lifelong physical activity.

The Ascham Sports Program is supported by a highly experienced team of Head Coaches and Coaching Staff who provide our students with the opportunity to participate and develop as players in a safe and enjoyable sporting environment.

Our program begins in Prep and continues through to Year 12. This approach ensures that there is a continuity of skill development and game play throughout the years. We offer a range of competitive and non-competitive sporting opportunities, enabling students to select sports based on their personal interest and available time.

Sport in Fiona is divided into two categories; co-curricular sport and Saturday team sports. Please view the sports offered below.

Co-curricular:

- Athletics (available year-round)
- Cross Country (available year-round)
- Dance (available year-round)
- Diving (available year-round)
- Gymnastics (available year-round)
- Swimming lessons and squads (available year-round)
- Tennis lessons (available year-round)
- Girls Got Game (Year 3 and 4)
- Speed Demons (Year 5 and 6)
- Winter Sailing (only available in Term 2 and Term 3)

Every girl is expected to wear the correct uniform to all training sessions. This includes the Ascham sports bag.

Saturday Team Sports

Term 1	Term 2	Term 3	Term 4
Basketball (Year 3)	Netball (Years 3–6)	Minkey (Year 3)	Basketball (Years 4–6)
Flippa Ball/ Water Polo (Yrs 4–6)	Minkey/Hockey (Years 4–6)	Touch Football (Years 4–6)	Cricket (Years 3–6)
Football (Years 4–6)			Football (Year 3)
Sailing (Years 3–6)			Sailing (Years 3–6)

To ensure that your daughter is able to commit to the time required for each sport, the Co-curricular Timetable on the Hub provides a guide to the time commitments of each activity to assist in planning her schedule.

Further information and registration forms for all teams and individual sport activities can be found on the Sport Hub pages. For further information please contact the Sports Department on sport@ascham.nsw.edu.au.

School Values and Policies

Ascham girls are proud of their School and are at all times respectful, cooperative, honest, responsible and kind. They act with a common purpose: to make a positive contribution to society. Ascham girls commit to every task with heart and soul.

Our School Values



Respect and Kindness

Treat others as you wish to be treated. Display warmth, friendliness and generosity.



Collaboration and Community

Be both leaders and team players. Understand that the world is interdependent and seek to help others.



Courage and Resilience

Step forward to support what you believe in. Treat setbacks as opportunities to learn and move forward.



Acceptance and Responsibility

Celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.



Ambition

Appreciate challenging goals.

All school policies can be found on the Hub in full detail.

Student Code of Conduct

Introduction

At Ascham School we recognise that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide.

Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the school. All students and families have ready access to support offered by school teachers and staff.

Values

Students are expected to uphold the values of Ascham School. Our values are:

- Respect and Kindness—treat others as you wish to be treated. Display warmth friendliness and generosity.
- Collaboration and Community—be both leaders and team players. Understand that the world is interdependent and seek to help others.
- Courage and Resilience—step forward to support what you believe is right. Treat setbacks as opportunities to learn and move forward.
- Acceptance and Responsibility—celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.
- Ambition—show enthusiasm and appreciate challenge by setting goals.

These values are to be upheld in the way you conduct yourself not only in the school, but also the community.

Rights and Responsibilities of Students

Students are expected to observe and uphold this statement of rights and responsibilities:

You have the right to:

- Reach your full learning potential in a safe and supportive environment.
- Be safe.
- Be treated with respect, courtesy and kindness.
- Be treated as an individual whose views and opinions are valued.
- Be an active part of and contribute positively to the community.
- Be treated fairly and justly.
- Live in safety, free from the fear of bullying and other anti-social behaviour.
- Have your human rights, and other legal rights respected.

You have the responsibility to:

- Enable others to learn in a safe and supportive environment.
- Follow school policies, procedures and the directions of teachers at all times.
- Treat others with respect, courtesy and kindness.
- Listen to others openly and carefully and to value their opinion even if you don't agree with it.
- Treat everyone fairly and kindly and to refrain from any form of bullying behaviour.
- Represent the school well in the community.
- Accept and consider the consequences of your actions.
- Respect the human rights and legal rights of others.

School Rules and Policies

Students are expected to abide by school rules and the policies of the school, as well as the directions of teachers. These policies can be found on the Hub.

Breach of Code of Conduct

A breach of this code of conduct will be dealt with according to our Student Discipline Policy.

Ascham Anti-bullying policy

The complete Ascham Bullying Prevention and Intervention Policy and Procedures can be found on the Hub using the following link <https://hub.ascham.nsw.edu.au/school-resources/policies>.

Rationale

Ascham School is a caring community whose aim is to ensure each individual has a safe and supportive environment in which to learn and grow with confidence. Every student in the Ascham community has the right to be free from any form of bullying. We will not tolerate any behaviour that denies this right and we will actively promote consideration and respect for the individual.

It is important to note that the bully, herself, is in need of counselling and help. Bullying behaviour can mask deep insecurities and depression.

Definition

Bullying is deliberate, repeated behaviour by an individual or a group of individuals that causes distress, hurt or undue pressure.

It is often characterised by an imbalance of power between bully and victim. Bullying is not only done in person but can also take place by electronic means through email and text messaging.

Examples of bullying behaviour

- Any form of physical attack such as hitting, tripping, pushing or throwing of objects
- Name calling, malicious teasing, belittling or insulting someone
- Any form of discrimination on the basis of race, religion, sexuality
- Interfering with another person's property by damaging or hiding it – this can include borrowing it without permission
- Purposely excluding, or encouraging others to exclude, someone from a group
- Spreading rumours or telling lies in order to damage someone's reputation among the student body

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- Cyberbullying such as playing practical jokes or making malicious comments via email, text messaging or on social media platforms.

Anti-bullying strategies for parents

How can bullying be identified and how can parents help?

It is important to remember that bullying will be most effectively dealt with, and with the least damage to both the child being bullied and the child who is bullying, when parents and the school work together to find a solution—parents should not intervene directly but should work with the school. The school sees its partnership with parents as essential in promoting the well-being, happiness and productivity of all the students in its care.

The following brief guidelines may help you help your children such that they do not become bullies or victims.

- Encourage your daughter to talk to you about bullying regularly. Let her know how much you disapprove of bullying and explain why. Model and encourage respect for others, emphasise seeing things from another's point of view and instil an awareness of the rights of others not to be mistreated.
- Stress how important it is that bullying is everyone's problem. No-one can be neutral about it. Encourage your daughter to support a student who is being bullied and to report it. If she will not talk to the school, you should do so.
- Be alert to any signs of distress anxiety, unwillingness to attend school, regular episodes of missing or damaged equipment or clothes and inform the school of your concerns. A change in behaviour (for example becoming angry about nothing, being overly moody, talking about herself in a derogatory fashion) can also be warning signs and should be discussed with the school.
- Communicate regularly and openly with the school. Your daughter's class teacher and Year Coordinator are the primary points of contact and it is important to develop two-way lines of communication. In Fiona and Hillingdon your daughter's Class Teacher and the Head of Junior School are the primary points of

contact and it is important to develop two-way lines of communication.

- Take an active interest in all areas of your daughter's school life, encourage her to talk to you and to talk to teachers she trusts and likes.
- Develop resilient social skills in your daughter such as encouraging her to speak openly and confidently, how to negotiate and to express her own opinion without fear. Help her learn the difference between friendly banter/joking and bullying, and help her distinguish between those friends who care about her feelings and those 'friends' who do not.
- Your daughter will copy what you do and it is important that you offer her a positive role model of being resilient, compassionate and respectful of others' rights.

Anti-bullying strategies for students

Your rights and responsibilities:

It is a student's **right** to feel safe at school. It is the right of all students to have a safe, supportive and caring environment in which to pursue their education. It is a student's **responsibility** to make sure that this right is possible. Students can do this by:

- Not engaging in any bullying behaviour in any form
- Reporting any bullying they see, and if possible, stepping in to stop it
- Telling someone who is bullying to stop, and supporting the victim
- Talking to someone in authority as soon as possible.

If you are being bullied:

- The first thing to remember is: **It is not your fault**. Bullies want to hurt or belittle their victims because the bully wants to feel powerful, not because you have done something or said something.
- You should try to tell the bully to stop. This can be difficult but it is important to try. Equally, you should try to walk away ignoring

any taunts or name-calling. Do not respond aggressively or with taunts of your own.

- **You must tell someone.** Do not think that no-one cares or that no-one wants to know about it. If you cannot tell someone on your own, find a friend to go with you. By telling someone, you immediately help to make the bully less powerful.
- There are many people in school that you can talk to including the Head of School, the Deputy Head, the Head of Junior School, your Year Coordinator, your Class Teacher, one of your teachers, the School Counsellors and the School Nurse.

If you see someone being bullied:

- Support the victim and tell the bully to stop. It is important to do this as it shows you care. You care for the victim and you care that the bully should not behave in that manner.
- Take the victim away from the situation. Find another group of friends to be with and let the victim know you support her.
- Tell someone. The victim may not want to talk to a member of staff but it is vital that the school knows about the bullying incident. It is only by telling someone that bullying behaviour will be stopped. Support the victim and offer to go with her to talk to someone. If she won't, you must tell someone yourself.

Ascham ICT Acceptable Use Guidelines – Years 3 to 12

All Ascham students, regardless of their age, use the School's Information and Communication Technology (ICT) resources as a part of their studies. From Year 3, students are issued with individual account access to the school's network and are required to accept the ICT Acceptable Use Policy (ICT AUP) in addition to their parents' acceptance on their behalf.

Acceptance of the form confirms that you and your daughter have read the ICT AUP and the guidelines below, and that she understands and will comply with the school's expectations of how students may use the School's ICT resources.

For parents, the ICT AUP should be read in conjunction with the following Ascham policies and code:

- Anti-Bullying Policy
- Ascham Privacy Policy
- Code of Conduct

The following Acceptable Use Guidelines outline the behaviours expected of your daughter when using Ascham ICT resources. These guidelines will be reviewed annually and if the school amends this agreement, we will to notify you of any relevant changes.

Network use

- Students should log on to the school's network with the username and passphrase the school has issued them, and not share this information with other students.
- If students are concerned about the privacy of their passphrase, they should visit the IT Help Desk so that it can be changed.
- When using school owned computers, it is important to log off at the end of each session to avoid unauthorised activity.
- Students must not compromise network security by attempting to bypass or corrupt any hardware and / or software protection.
- Students should use either their Office 365 OneDrive, or network drives allocated by the IT Department to store their work as these

drives are backed up every day. USB drives are useful for transporting files but not for permanent storage.

- Network drives are only to be used to store school related data i.e. no personal files including photos, videos or non-school related programs. These files will be deleted.
- Students should minimise printing by print previewing, editing and spell checking on screen.
- Students should report any problems they experience with classroom devices to their teacher.
- The IT Department monitors student access to the network (including file storage, email and internet usage) without any notification. Inappropriate use of the network may result in the withdrawal of access to ICT facilities within the school.

BYOD Personal Devices (Year 5 to Year 12)

- School data on student personal devices should be regularly backed up to either the student's cloud storage via Microsoft Office 365 OneDrive or their network devices (provided by the school). Please contact the IT Department if you require further information.
- It is important that student laptops connecting to the school's network are protected by antivirus software. Students have the option of installing the school's recommended antivirus solution, Sophos which is available for Windows or Mac operating systems, for free. If parents prefer to provide their own antivirus software, you must ensure that it is up to date.
- It is recommended that a protective case be used at school to avoid damage.
- Note that the school is not responsible for personally owned devices; it is recommended that parents consider insuring personal devices against theft and accidental damage.
- Students are not permitted to play games/music/videos in class.
- Students must ask their teachers for permission to use their headphones during Studies.
- Inappropriate use of personal devices may lead to a detention.

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- Continued inappropriate use may lead to the student having her school internet access denied for a period of time and further education of appropriate use to occur.

Internet and Social Media Use

At Ascham we believe social media can be an important way for students to connect with each other and the world. However, the school day is not an appropriate time to use social media and no student should use it during school hours. It should be understood that a student is always a member of the Ascham Community and if using social media outside of School hours, students must abide by Ascham's policies at all times.

When using social media, students should understand the importance of making good choices such as ensuring strong privacy settings, using appropriate language and behaviour and ensuring their own and others' safety at all times by following the Acceptable Use Recommendations listed below.

- Social media accounts such as Facebook, Instagram, SnapChat and TikTok are not permitted under the age of 13 and are therefore not appropriate for Fiona students. Parents with daughters under the age of 13 must always check for age restrictions before setting up any social media account or downloading an app.
- Students should use their school account to access the internet; the use of mobile data devices at School is not permitted.
- Students should access websites that are relevant to the information that they need for their studies and should make no attempt to access inappropriate material.
- Students may not use internet chat, personal email (e.g. Gmail or Hotmail), social networking sites and instant messaging services during the school day.
- When using the Ascham network, students may not download or install any films, TV series, music or games from the internet.
- Students may not publish any comments regarding Ascham, Ascham staff, Ascham students or other students on the internet

and/or any social networking sites; this can be classified as cyberbullying.

- Students may not publish any images of the Ascham School site, or video or voice recordings containing Ascham students or staff outside of the school ICT services. This includes any social networking sites such as Facebook, YouTube, Instagram, Snapchat, TikTok, etc.
- Students must not share outside of the school any Ascham recorded lessons (either audio or video) or written material from Ascham lessons. The only exception is where either directed or approved by an Ascham staff member.
- Unfortunately, social media can also be used inappropriately leading to cyberbullying, damage to reputation, harassment and unlawful behaviour. It is important to Ascham that all members of the student body work together to ensure the safety and well-being of each other and that we all follow protocols below for appropriate social media behaviour.
- Students need to understand the importance of using social media responsibly and keeping within the law.

Email and Online Messaging Use

- Ascham email and online messaging accounts (e.g. Microsoft Teams) are to be used for school related purposes only.
- Students should not disclose their passphrase.
- Students may not use non-school email accounts (such as Hotmail and Gmail etc.) at school.
- Students should proof-read and edit emails before sending.
- Email messages must be polite and upper case by itself should not be used. Students may not send email messages that harass or bully.
- Email messages should be composed using full words (e.g. thanks not thx).
- Students may not send any attachments greater than 10MB.
- Students should delete any unnecessary emails.
- Students must respect copyright procedures.

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- Students should contact the IT Department or a staff member immediately if an email is received that causes concern.
 - Inappropriate use of email may result in the withdrawal of access to ICT facilities within the school.

Mobile Phones

- Mobile phones or other devices such as smartwatches (with cellular access) may not be used or accessed during school hours.
- Fiona students (Years 3 to 6) who travel on public transport or walk to or from school are permitted to bring mobile phones to school. They must hand them to their class teacher first thing in the morning and be responsible for collecting them as they leave in the afternoon.
- Senior School students (Years 7 to 12) must hand in their phone to their form teacher each morning and be responsible for collecting them as they leave in the afternoon.
- Girls found with a mobile phone or a smartwatch (with cellular access) during the school day will have it confiscated.

Copyright

Ascham students understand that copying another person's work, without acknowledgement is plagiarism and constitutes an infringement of the Copyright Laws. They know they must reference correctly direct quotations, facts and figures, as well as ideas and theories, from all sources that are not their own work. Infringing Copyright laws may also include illegally copying, distributing or sharing software, images, video, music or other published works without permission from the original owner.

Protocols

- Students should respect the privacy of all members of the school community. The reputation of each student, teacher, parent, community member and of the school itself is important and should never be caused harm.

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- Students should not post any comment or image that is hurtful, embarrassing or unkind. They should only post comments and images about their friends that they would be prepared to have made public. Students should not post any comments or images about the school or any member of staff.
 - Students should maintain the highest security in their privacy settings on all social media and should not have any private information publicly visible.
 - Blogs, tweets and other forms of commentary on the internet should not say anything that is misleading, malicious or untrue. Unkind and hurtful comments should never be made about any member of the school community.
 - Students should not impersonate or falsely represent another person.
 - Once a girl reaches 13, the school can assist her, with parents' permission, in setting secure privacy settings for age restricted social media and with guidance in appropriate social media behaviour.
 - It is strongly recommended that, on social networking sites, students only accept friends and followers that they know well enough to speak to. No student is allowed to request a member of staff to be a social media 'friend'.
 - It is against ICT AUP for students or parents to publish images (this includes on any social network sites) of the Ascham School campus, students or staff without the permission of the school. This also includes videos of girls dancing in their school uniform or their school sports uniform.

Consequences

If a student does not follow the school's protocols with regard to social media use, the consequences may include:

- Parents will be informed of any social media misconduct by the student.
- A student who does not follow the protocols due to lack of knowledge will be required to have a compulsory education

session on privacy settings and appropriate social media behaviour.

- Any form of deliberate cyber bullying, harassment or unlawful behaviour on social media will be reported immediately to the Head of School or Head of Junior School and may lead to more serious consequences.
- A Senior School student who misuses social media will be put on Saturday Detention and/or be asked to fulfil a required number of hours of school community service (such as cleaning chewing gum, litter collection, tidying up the gym etc).
- All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to police where the school is obligated to do so. Students and Parents must be aware that in certain circumstances where a crime may have been committed, they may be subject to a criminal investigation by Police over which the school will have no control.

Risk Warning under Section 5M of the Civil Liability Act 2002 on Behalf of Ascham School and IPSHA

Sporting Activities

Ascham School organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Independent Primary School Heads of Australia (IPSHA)—NSW Branch. Students participating in these sporting activities take part in practice and in competitions.

Ascham School and IPSHA expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of the recommended safety equipment, and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

While Ascham School and IPSHA take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

Risk Warning Under Section 5M of the Civil Liability Act 2002 issued on behalf of Ascham School

Non-Sporting Activities

Ascham School organises many activities such as debating, orchestra, choir, curriculum excursions and co-curricular activities during the course of a year. Students participating in these activities take part in practice and in competitions.

While Ascham School takes measures to make the activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching an activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, or equipment failure.

In very rare cases, the injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.



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