



الكلية الإسلامية في لنفرد

STUDENT AND PARENT HANDBOOK 2017

Our aim is to provide high quality secular and religious education in an Islamic environment, thus enabling our students to succeed in a constantly challenging world. With the guidance of our Creator, we will endeavour to:

- Instill and uphold Islamic values and principles.
- Provide Islamic and secular education of the highest quality.
- Create an environment that will encourage disciplined behaviour.
- Provide the means for all students to develop to their full potential.
- Encourage students to become life-long learners.
- Encourage students to contribute actively towards the betterment of the Islamic community and of Australia.

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WELCOME

Assalamu-Alaikum Warahmatullahi Wabarakatuh

Welcome to Langford Islamic College. This handbook is designed to be a handy reference guide as your children go through this exciting time in their lives. It covers books, uniforms, general school rules, fees, reports, expectations and much more. Please take some time to familiarise yourself with the contents of this handbook and feel free to talk to us if you need clarification.

Our Vision

Our vision is to provide a high standard of secular and religious education to equip our students to achieve success in this life and in the hereafter.

Our Mission

To provide an inspiring Creator-centric, values enriched and disciplined learning environment where students are nurtured to develop life-long skills for seeking knowledge in order to attain their full potential academically and spiritually, to make a valuable contribution to the global community as educated, informed and virtuous citizens.

The College nurtures the total development of each student in a safe, orderly, caring, and supportive environment with the cooperation of parents, guardians and the College community. Particular emphasis is given to the mastery of Literacy and Numeracy.

HISTORY

Langford Islamic College was established in 2004 to provide a high-quality secular and religious education in an Islamic environment, thus enabling students to succeed in a constantly changing world.

Langford Islamic College is governed by an Independent Board of Governors who are committed to providing educational facilities to all Australian Muslims in order to enable

Muslim children to gain the highest level of secular and religious education within an Islamic environment so as to equip them with knowledge and values to take their rightful place as productive and respectful citizens of the Australian society.


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TERM PLANNER


A term planner is usually sent home (via students) at the beginning of each term to advise parents of upcoming events planned for that term. Public holidays, special assemblies and external competitions such as UNSW tests and Australian Mathematics Competition are also included in the term planner.


Here is a sample of a term planner:

 LANGFORD ISLAMIC COLLEGE EVENTS & ACTIVITIES - Term 2, 2014										
Week	1	2	3	4	5	6	7	8	9	10
MON	28-April-2014 FIRST DAY OF TERM 2	05-May-2014	12-May-2014	19-May-2014	26-May-2014 Proposed INCURSION/ EXCURSION WEEK	2-June-2014 WA PUBLIC HOLIDAY - FOUNDATION DAY	9-June-2014 YRS 7-10 SOSE EXAM	16-June-2014 UNSW test (Writing)	23-June-2014 Proposed INCURSION/ EXCURSION WEEK	30-June-2014 EARLY RELEASE DURING RAMADAN at 2:45pm
TUES	29-April-2014	06-May-2014	13-May-2014 NAPLAN (Language Conventions & Writing)	20-May-2014 UNSW test (Computer Skills)	27-May-2014	3-June-2014 YEAR 11/12 EXAMS START	10-June-2014	17-June-2014 YRS 7-10 SCIENCE EXAM UNSW test (Spelling)	24-June-2014	1-July-2014 EARLY RELEASE DURING RAMADAN at 2:45pm
WED	30-April-2014	07-May-2014	14-May-2014 NAPLAN (Reading)	21-May-2014	28-May-2014 Australian Big Science Competition	4-June-2014 UNSW test (Science)	11-June-2014	18-June-2014	25-June-2014	2-July-2014 EARLY RELEASE DURING RAMADAN at 2:45pm
THURS	01-May-2014	08-May-2014	15-May-2014 NAPLAN (Numeracy)	22-May-2014 YEAR 8 VACCINATION (VISIT 1)	29-May-2014 Scholastic Book Fair*	05-June-2014	12-June-2014 YRS 7-10 ENGLISH EXAM	19-June-2014 YRS 7-10 MATHS EXAM	26-June-2014	3-July-2014 EARLY RELEASE DURING RAMADAN at 2:45pm
FRI	02-May-2014	09-May-2014	16-May-2014 NAPLAN (Catch-up session)	23-May-2014	30-May-2014	06-June-2014	13-June-2014 YEAR 11/12 EXAMS FINISH	20-June-2014 YRS 7-10 ISLAMIC STUDIES EXAM	27-June-2014	4-July-2014 EARLY RELEASE DURING RAMADAN at 2:45pm LAST DAY OF TERM 2
<i>The Ramadan Lecture by Sheikh Yahya Ibrahim and Iftaar Dinner will be held on Saturday, 19th July 2014.</i>										
*Subject to change										

TEST AND ASSESSMENT SCHEDULES

Test and Assessment Planners are also handed out to students at the beginning of each term. The term planner indicates students' test dates, assignment/homework deadlines and examinations.

 LANGFORD ISLAMIC COLLEGE YEAR 4 TEST & ASSESSMENT DATES - Term 3 2014										
Week	1	2	3	4	5	6	7	8	9	10
MON	21-Jul-14	28-Jul-14	04-Aug-14	11-Aug-14	18-Aug-14	25-Aug-14	01-Sep-14	08-Sep-14 IT - WORD PROCESSING	15-Sep-14	22-Sep-14
TUE	22-Jul-14	29-Jul-14	05-Aug-14	12-Aug-14	19-Aug-14 LANGUAGE CONVENTIONS	26-Aug-14 WRITING TEST - PERSUASIVE	02-Sep-14 HISTORY	09-Sep-14	16-Sep-14	23-Sep-14
WED	23-Jul-14	30-Jul-14	06-Aug-14	13-Aug-14 READING TEST	20-Aug-14	27-Aug-14	03-Sep-14 GEOGRAPHY - Physical Features of Africa	10-Sep-14	17-Sep-14	24-Sep-14
THU	24-Jul-14	31-Jul-14	07-Aug-14	14-Aug-14 MATHS TEST - FRACTIONS	21-Aug-14	28-Aug-14 MATHS TEST	04-Sep-14 SCIENCE - Chemical Science	11-Sep-14	18-Sep-14	25-Sep-14
FRI	25-Jul-14 WEEKLY SPELLING TEST	01-Aug-14 WEEKLY SPELLING TEST	08-Aug-14 WEEKLY SPELLING TEST	15-Aug-14 WEEKLY SPELLING TEST	22-Aug-14 WEEKLY SPELLING TEST	29-Aug-14 WEEKLY SPELLING TEST	05-Sep-14 WEEKLY SPELLING TEST	12-Sep-14 WEEKLY SPELLING TEST	19-Sep-14 WEEKLY SPELLING TEST	26-Sep-14

<div>  <div> LANGFORD ISLAMIC COLLEGE YEAR 10B TEST & ASSESSMENT DATES - Term 2 2014 </div> </div>									
Week	2	3	4	5	6	7	8	9	10
MON	05-May-14	12-May-14	19-May-14	26-May-14 ISLAMIC STUDIES Test	02-Jun-14 PUBLIC HOLIDAY	09-Jun-14 S&E EXAM	16-Jun-14 SCIENCE EXAM	23-Jun-14	30-Jun-14
TUE	06-May-14	13-May-14	20-May-14	27-May-14	03-Jun-14	10-Jun-14	17-Jun-14	24-Jun-14	01-Jul-14
WED	07-May-14	14-May-14	21-May-14	28-May-14	04-Jun-14 SCIENCE Test 2 Chemical Science	11-Jun-14	18-Jun-14	25-Jun-14 IT Assessment (50%)	02-Jul-14
THU	08-May-14 SCIENCE Test 1 Chapter 10	15-May-14	22-May-14	29-May-14	05-Jun-14 LITERATURE Assessment 1 (30%)	12-Jun-14 ENGLISH EXAM	19-Jun-14 MATHS EXAM	26-Jun-14 ARABIC Test	03-Jul-14
FRI	09-May-14 S&E - Assessment 1 (10%)	16-May-14 MATHS Test 3 Chapter 3 (10%)	23-May-14	30-May-14 S&E - Assessment 2 (10%)	06-Jun-14	13-Jun-14	20-Jun-14 ISLAMIC STUDIES EXAM	27-Jun-14	04-Jul-14


*NOTE: Parents are requested to ensure that their child prepares well for the above test/assessments. Jazaak-Allahu Khairan for your support and assistance.

HOURS OF INSTRUCTION (Bell Times)

Daily lessons start with a morning assembly at 8:30am every day. Accordingly, please ensure that your child arrives to school on time.

Students conclude their daily lessons at 3:30pm. Please ensure that your child is picked up promptly in the afternoon. If for some urgent reason you are late to collect your child, you need to notify the school administration immediately. Whilst our administration staff do hold Working with Children Check cards, they are not trained childcare workers and therefore, supervision cannot be assured after 3:45pm.

Below are examples of the bell times (times vary with Primary School and High School):

<div>  <div> LANGFORD ISLAMIC COLLEGE HIGH SCHOOL BELL TIMES (effective 31 January 2014) </div> </div>			
Mon -Thurs		Friday	
Period	Time	Period	Time
ASSEMBLY (8:30 - 8:35)			
FORM (8:35 - 8:50)			
Period 1	8:50 - 9:40	Period 1	8:50 - 9:40
Period 2	9:40 - 10:30	Period 2	9:40 - 10:30
RECESS (10:30 - 10:50)			
Period 3	10:50 - 11:40	Period 3	10:50 - 11:40
Period 4	11:40 - 12:25	Period 4	11:40 - 12:15
Period 5	12:25 - 1:10	Period 5	12:15 - 1:00
WUDHU	1:10 - 1:20	LUNCH	1:00 - 1:30
PRAYER	1:20 - 1:30	WUDHU	1:30 - 1:35
LUNCH	1:30 - 2:00	PRAYER	1:35 - 2:15
Period 6	2:00 - 2:45	Period 6	2:15 - 2:55
Period 7	2:45 - 3:30	Period 7	2:55 - 3:30



PRIMARY SCHOOL BELL TIMES (effective 31 January 2014)

Monday - Thursday

YEARS 1-3		YEARS 4-6	
Period	Time	Period	Time
ASSEMBLY (8:30 - 8:35)			
Period 1	8:35 - 9:20	Period 1	8:35 - 9:20
Period 2	9:20 - 10:05	Period 2	9:20 - 10:05
RECESS	10:05 - 10:25	Period 3	10:05 - 10:50
Period 3	10:25 - 11:10	RECESS	10:50 - 11:10
Period 4	11:10 - 11:50	Period 4	11:10 - 11:55
LUNCH IN CLASS	11:50 - 12:00	USSR	11:55 - 12:20
PLAYTIME	12:00 - 12:30	WUDHU	12:20 - 12:30
WUDHU	12:30 - 12:40	LUNCH IN CLASS	12:30 - 12:40
PRAYER (12:40 - 12:55)			
USSR	12:55 - 1:30	PLAYTIME	12:55 - 1:30
Period 5	1:30 - 2:10	Period 5	1:30 - 2:10
Period 6	2:10 - 2:50	Period 6	2:10 - 2:50
Period 7	2:50 - 3:30	Period 7	2:50 - 3:30



PRIMARY SCHOOL BELL TIMES (effective 31 January 2014)

Friday

YEARS 1-3		YEARS 4-6	
Period	Time	Period	Time
ASSEMBLY (8:30 - 8:35)			
Period 1	8:35 - 9:20	Period 1	8:35 - 9:20
Period 2	9:20 - 10:05	Period 2	9:20 - 10:05
RECESS	10:05 - 10:25	Period 3	10:05 - 10:50
Period 3	10:25 - 11:10	RECESS	10:50 - 11:10
Period 4	11:10 - 11:55	Period 4	11:10 - 11:50
LUNCH IN CLASS	11:55 - 12:05	Period 5	11:50 - 12:30
PLAYTIME	12:05 - 12:35	LUNCH IN CLASS	12:30 - 12:40
Period 5	12:35 - 1:20	PLAYTIME	12:40 - 1:10
WUDHU	1:20 - 1:30	WUDHU	1:10 - 1:20
		USSR	1:20 - 1:30
PRAYER (1:30 - 2:10)			
Period 6	2:10 - 2:50	Period 6	2:10 - 2:50
Period 7	2:50 - 3:30	Period 7	2:50 - 3:30

DISCIPLINE

A student's behaviour should not interfere with a teacher's right to teach nor should it disrupt another students' right to learn. Disruptive behaviour in the classroom will not be tolerated.

According to Standard 14 (Methods of Discipline and Punishment) of the Standards for Non-Government Schools, as determined by the Minister of Education in accordance with Section 159 of the School Act 1999:

- All students receive positive guidance and encouragement towards acceptable behaviour and are given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers.
- The student behavior management policy explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.
- The administration of permitted forms of behavior management, discipline or punishment conforms to the principles of procedural fairness and the prohibition of unlawful discrimination.

Parents are requested to familiarise themselves with the school's views on discipline, and communicate these to their children. The school places great importance on student conduct within its premises, and more especially during lessons. It is the school's policy to ensure that there is productive learning at all times. Parents of disruptive students will be notified, and requested to address their child's behavioral issue/s before they return to school. We believe that the support from parents is crucial for effective behaviour management.

Teachers will establish within their classrooms a behaviour management plan early in the year, so as to ensure that students are aware of the simple rules established to promote academic and social development.

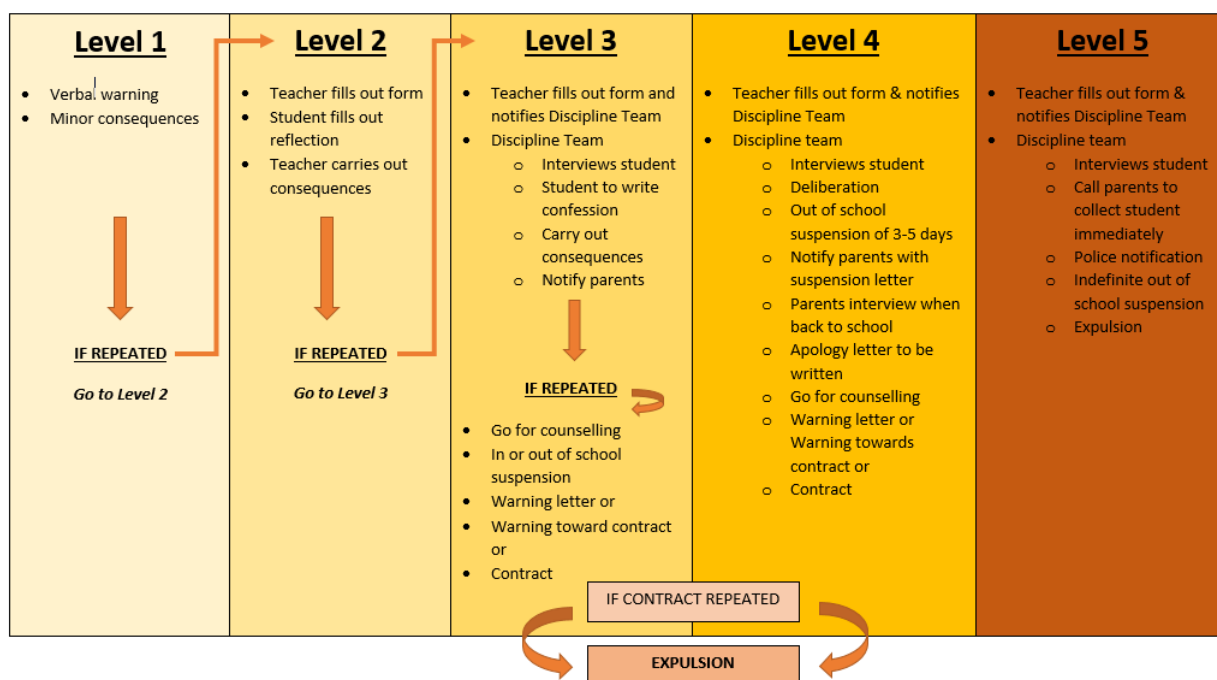
The school has established policies, on health and safety, bullying, complaints, child protection, and emergency management, to name a few. These policies are there to protect your child and to guide the actions of teachers and other employees of the school.

The school takes a very serious view of any breach of its Discipline Policy. If a student is found to misbehave, disciplinary measures will be taken as the school sees fit, and in accordance with the guidelines as explicit in the Standards for Non-Government Schools.

Shown in the following page is our school Student Behaviour Management Plan.

BEHAVIOUR MANAGEMENT PLAN

Misconduct Level Issued According to Seriousness



MISCONDUCT NOTIFICATION FORM (Level 2)

Surname	First name
Class	Time
Date of Offence	Date this form was filled
Referring Staff	

LEVEL 2

Uniform / Make-up / Hair / Jewellery	Inappropriate Behaviour During Excursions
Eating in class	Disruptions in Class
Late for Class	Using Inappropriate Language
Defiance in Class	Not following Teachers Instruction
Plagiarism	Out of bounds

Others (please describe):

STUDENT TO COMPLETE FOLLOWING

A truthful description of my behaviour:

The reasons of my behaviour:

If repeated, my behaviour may have the following consequences (tick one or more):

Further Friday detention	Warning letter
Lunch detention	Warning toward contract letter
Out of school suspension	Contract letter
Caution letter	Expulsion

My plan for improvement:

Student Initial: _____ Date: _____

Teacher Initial: _____ Date: _____

Teacher's Comments:

Parents Informed? _____

NOTE:

Teacher to keep Level 2 forms in their file. When misbehaviour escalates to Level 3, please submit these (Level 2 forms) with the Level 3 form to the office.

**MISCONDUCT NOTIFICATION FORM
(Levels 3,4,5)**

Surname	First name
Class	Time
Date of Offence	Date this form was filled
Referring Staff	

LEVEL 3

Use of Mobile Phones	Willful absence from assembly
Cheating Sum in School	Tossing / Playing Pranks / Play Fights / Rickrolling
Unexcused Absence from Class (Truancy)	Fighting
Cheating During Tests / Examinations	Abusive Language / Racist Language towards students
Disrespect – for property (theft, vandalism, etc)	Leaving School Premises Without Authorisation
Verbal / Written Threats and /or Intimidation	Late or Missing Noon Prayers
Inciting Others to Behave Inappropriately	Close Proximity with Another Student

LEVEL 4

Abusive language towards staff	Improper Use of Social Media
Assault of Staff or Student	Smoking (including Vapes)
Fighting Resulting in Injury	Bullying including Cyber Bullying
Possession / Consumption of Alcohol	Intimidation of Staff
Possession / Consumption of Illegal Substances	Glare Indecently
Possession / Use of Pornography	Sexual Misconduct

LEVEL 5

Supplying tobacco, drugs and alcohol	Possession and Use of Weapons
Substance abuse	Disrespect – for authority (insolence, defiance, etc)

Description of what happened

For all matters - Please provide a detailed but succinct description of what happened. Explain why you consider it to be a misconduct and include copies of all available evidence that is considered relevant.

Signature of Teacher _____

Date _____

Please note that corporal punishment is against the law. We also do not tolerate physical assaults or any form of bullying. Students must be mindful that they are in an Islamic environment and proper Islamic *adaab* at all times.

PUNCTUALITY

Punctuality is of prime importance for learning discipline and it shows respect for other people's time.

Students will also obtain full benefit from their daily learning at school when they attend lessons from the start until the end of the school day (8:30am – 3:30pm).

Students are expected to be in school by 8.15am so as to be present for assembly. Assembly starts promptly at 8.30am and it is compulsory that all students attend assembly. If a student misses assembly, parents would have to provide a valid reason for this to the front office and obtain a late slip.

EXPECTATIONS OF STUDENTS

At Langford Islamic College, we expect students to be courteous to teachers, parents, visitors, and their peers at all times.

- Students must be serious about learning and not be disruptive in class. Disruptive behaviour hinders the learning process and will not be tolerated. Parents need to ensure that their child understands why he/she is being sent to school, and encourage him/her to embrace a correct attitude towards learning.
- Students must endeavour to be truthful and honest at all times.
- Student must show respect to all by speaking politely and display good mannerisms.
- Students should treat others as they wish to be treated themselves.

Unacceptable behaviors are (but not limited to):

- Bullying (physical or cyber)
- Fighting
- Being disruptive in class
- Teasing (including racial remarks)
- Aggression and/or assault (including attempts of assault)
- Backbiting and gossiping
- Inappropriate, abusive or racist language towards staff or other students
- Insolence

- Truancy
- Late to school/class without a valid reason
- Unexplained absence from class
- Not following instructions
- Intimidation of staff
- Insolence toward staff
- Uniform transgression

PLAYGROUND RULES

When students play outside especially on the playgrounds and/or the Oval during recess and lunch, they must:

- Wear a hat at all times (the 'NO HAT NO PLAY' policy is enforced throughout the year)
- Treat others with courtesy.
- Always display acceptable and good mannerisms.
- Listen carefully and follow all instructions.
- Respect one's own and others' belongings.
- Seek teachers' permission to leave the play area.
- Not to play roughly.
- Use equipment appropriately.
- Walk on designated pathways and not cut across gardens.
- Line up quietly upon hearing the siren.
- Report all problems to the teacher/s on duty.

ATTENDANCE AND ABSENCE

Division 3 of the School Education Act 1999 states:

“Attendance **requirements**

23. (1) A student must on the days on which the school is open for instruction,

(a) either:

(i) attend the school at which he or she is enrolled; or

(ii) otherwise, participate in an educational program of the school whether at the school or elsewhere as required by the Principal ”.

This means that a student must attend on school days, except where there is a reasonable excuse. This may include illness or any other reasonable cause.

If your child is absent from school on a school day, you must notify the class teacher or the administration staff via phone call, email or in writing. You may also be asked by the class teacher to provide a reason for your child's absence by completing the Student Absence Accountability Form.

If your child is absent from school for an extended period of time throughout a term, the school must be informed in writing.

More importantly, if your child is not attending the first day/s of school at the beginning of the year or at the beginning of a new term, due to an extended holiday or any other reason, the Principal must be informed in writing, with an estimated date of the child's return to school. Failure to comply may result in the termination of your child's enrolment.

A copy of the School Education Act 1999 may be accessed at the State Law Publisher – Western Australia by following this link:

[http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument:6464P/\\$FILE/Sc hIEducAct1999_00-00-00.pdf?OpenElement](http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument:6464P/$FILE/Sc hIEducAct1999_00-00-00.pdf?OpenElement)

Consistent attendance helps your child make the most of his/her educational experience. It also prepares them for the future.

The school monitors attendance daily and it reports students' absences to parents via SMS. Parents must notify the school before 9:00am if their child is absent on a school day.

NON-ATTENDANCE ON EXAMINATION/TEST DAY

If your child is not fit to sit for his/her semester examination due to illness, you must provide the school with a medical certificate in order for your children to sit for the exam at a later date.

The same applies if your child is frequently absent from sitting for his/her term tests and/or misses the assessment due dates. A medical certificate must be provided to the school for a possible extension of the deadline.

EARLY DEPARTURE

If you are collecting your child from the College for any reason before the end of the school day, you are required to first report to the administration office. The administration staff will contact the teacher concerned, who will make arrangements for your child to come to the office. You then sign your child out. This important procedure helps the College to keep track of students in case of an emergency and satisfies legal requirements for Duty of Care. Under NO circumstances are parents allowed to directly approach classrooms to collect their child.

For safety reasons, your child is not allowed to leave the school premises for any reason during the school day without a note from a parent/guardian (for High School students) and permission from the Principal. A child leaving the school early must be accompanied by a parent/guardian (especially with Primary School students), or a responsible adult as advised by the parent/guardian.

Senior High School students may, after the completion of their semester examination, be allowed to leave early without being accompanied by their parents. In this case, a parent has to request an early dismissal in writing, Request forms are made available prior to the examination period.

VISITORS

Visitors must report to the administration office upon arrival and they will be asked to sign the Visitor's Register. A Visitor's Pass will then be issued before they are allowed to proceed into other areas of the school.

Visitors are expected to comply with the school's rules and policies as provided by the Principal at all times.

The College reserves its right to refuse entry to anyone it sees as a threat to its environment, community, staff and students.

APPOINTMENTS

You are welcome to meet and speak with our Teachers, the Principal, the Business Manager or members of the Accounts Team, regarding the academic and/or pastoral welfare of your child. Simply ring the school on (08) 94585206 and request an appointment with the concerned staff.

Please note that our teachers are teaching throughout the day, and depending on their availability, there may be a waiting period before you can meet with them. The best time to meet teachers is at 3:30pm.

For obvious reasons, on-the-spot meetings are not possible.

CHANGE OF DETAILS

Prompt communications with you about your child is possible only if your details are kept up-to-date on our records.

If you change your postal address, phone number/s or any other details please notify the administration staff immediately. You can do so by calling the school, or via email or in writing.

For temporary residents, please keep the College informed of your residency status and all visa changes.

MEDICAL CONDITIONS

It is also imperative to keep the College informed of any medical/health condition/s that your child may have, as the College needs notification to ensure there are adequate resources to meet special needs (if any).

Our staff is not medically-trained to administer medication to students. If for some reason your child is required to take medication during the school day and you require the class teacher to administer it, you must put the request and grant your permission in writing. In such cases, you must provide clear instructions, preferably from the prescribing doctor, on how to administer the medication correctly.

If a student, especially High School student, can self-medicate, then he or she is required to keep his/her medication in a secure place, such as the administration office.

However, for legal and health reasons, the school and its staff reserve the right to refuse a parent's request to administer medication/s to students.

ILLNESS AND DISEASES

Parents are strongly encouraged to keep their child at home if he/she is unwell in order to stop the illness from spreading to other students.

In cases of highly infectious diseases such as measles and whooping cough, you must ensure that your child stays at home during the exclusion and recovery period. A clearance letter from your GP is required before a child is allowed to return to school.

Below is a list of diseases that require exclusion/absence from school:

- Chicken Pox – to exclude two days before rash appears until sores have formed crusts.
- Mumps – to exclude for nine days after the onset of symptoms, in consultation with Public Health staff.
- Measles – to exclude for four days after the onset of symptoms, in consultation with Public Health staff.

- Rubella – to exclude for four days after the onset of symptoms.
- Whooping Cough or Pertussis – to exclude for fourteen days from the onset of cough or for five days after the antibiotic treatment commences.
- Impetigo – to exclude for 24 hours after antibiotic treatment commences. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
- Ringworm – to exclude until the person has received anti-fungae treatment for 24 hours.
- Scabies – to exclude until the day after treatment has commenced.
- Conjunctivitis – to exclude until discharge from eyes has ceased.
- Diarrhea – to exclude until diarrhea has ceased.
- Hepatitis A – to exclude for fourteen days after the onset of illness (if not jaundiced) or seven days after jaundice appears.
- Meningococcal Disease – to exclude until the antibiotic treatment is completed.
- And all other notifiable diseases according to State and Federal Legislation.

More information can be found at the Government of Western Australia Department of Health website: <http://www.public.health.wa.gov.au/cproot/471/2/2101%20GUIDE.pdf>

DENTAL SERVICE

The School's Dental Service program provides general and preventative dental care for students from Pre-primary to Year 11.

If you require dental service for your child, please ring the Mt Henry Dental Clinic for Dental Clinic on 93130552 to arrange an appointment.

NUTS AND NUT PRODUCTS

Nuts and nut products are not permitted in school.

LOST PROPERTY

Valuables such as money and jewellery are usually handed in to the administration office. You can make enquiries about your lost property directly with the administration staff.

Responsibility cannot be taken for lost property and all items should be clearly labeled with your child's name on it - (such as stationery, lunch boxes, uniform, school bags and books).

We suggest that only enough money to meet a child's expense at the canteen or for purchase of uniform should be brought to school. Entrusting your child with large sums of school fees is strictly discouraged.

PARKING

Parking is provided for parents in the Main Car Park which is on Osten Drive, and also along Jamaica Crossing (verge parking). Please observe the speed limit and other parking signs as these are there for safety reasons. The Council Ranger and WA Traffic Police make spontaneous checks and issue spot fines regularly.

Please do not use the Southgate Road Staff Car Park. This is a restricted area and only to be used by school staff.

While the Visitor's Car Park is open during the day, the Pedestrian Gate used to enter the school premises will be shut between 9:00am to 3:25pm on school days. If you need to come to school between these hours, please park your vehicle in the Visitors' Car Park, and make your way to the Pedestrian Gate from where you can buzz the Administration office to let you in.

COMPLAINTS

Langford Islamic College has a policy for managing complaints. This policy can be viewed at school upon request or on the College's website.

You can lodge your complaint by completing a Complaint Lodgement Form which is available from the administration office. Alternatively, you can email your complaint to admin@lic.wa.edu.au or lodge it in-person to the Administration Office.

A copy of the policy & Complaint Lodgement Form can also be found in the addendum section of this handbook.

PHONE MESSAGE

As the administration staff are often busy, they may only take a **phone message to your child in an emergency**. For any other non-urgent matter, please contact the Administration staff who will make arrangements with the respective teacher.

SCHOOL FEES

The school revises its fees on a yearly basis to provide for rising costs of resources and wages of our staff. Langford Islamic College is an independent, non-government community-based school, and as such receives some government contributions in the form of grants. However, we rely largely on fees collected from parents to cover the additional costs of providing quality education to our students. Fees enable us to provide better resources, programs and to employ the best teachers available.

Invoices are usually issued during the school break before the start of each term. This should provide parents with adequate time for ensuring prompt payment of fees. 'Statements of Account' are also issued, when necessary, to remind parents of their obligation.

In order to run the school in an efficient and effective manner, the College requests that **payments of fees are made promptly**. If you are unable to meet the given due date, please immediately contact our Accounts team or the Business Manager through the administration office. Payment plans and Centrelink deductions are also available upon request.

Where it see fit, the College reserves its right to place suspensions on its students for non-payment of fees.

A sample of the Fee Structure is shown above.



LANGFORD ISLAMIC COLLEGE
Fees for 2014

PRIMARY SCHOOL FEES

Kindergarten	\$475.00 per term		
Pre-Primary to Year 6	1 st Child	2 nd Child	3 rd Child
	\$335.00 per term	\$315.00 per term	\$300.00 per term

HIGH SCHOOL FEE

Year 7 to Year 12	\$395.00 per term
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OVERSEAS STUDENTS/TEMPORARY RESIDENTS

Kindergarten	\$1,600.00 per term
Pre-Primary to Year 6	\$2,350.00 per term
Year 7 to Year 12	\$3,100.00 per term

BUS FEES

(for students using the school bus service)

Kindergarten - Year 12	\$290.00 per term
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ISLAMIC STUDIES WORK BOOK LEVY & TEXTBOOK HIRE

Year 1 to Year 10	\$25.00 a year
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**Fees are subject to change

MOBILE PHONES, iPods, MP3 PLAYERS & OTHER ELECTRONIC DEVICES

The use of mobile phones, Ipods, mp3 players and other electronic devices is disruptive to the learning environment of students and therefore, not permitted at any time during school hours.

A written request from parents must be provided to the school if your child needs to carry a mobile phone to school for any reason. In such cases, the mobile phone must be switched off and are kept out of sight until school finishes.

Under no circumstances are built-in cameras on mobile phones or any other type of camera to be used on school premises without the express permission of the Principal or a senior teacher.

Disciplinary action and possibly legal action may be taken against a student who films or photographs other individuals without their consent; or uploads these films or photographs to the internet (social media); or sends harassing, threatening or derogatory messages to staff or students. It is a crime to film any person without their consent.

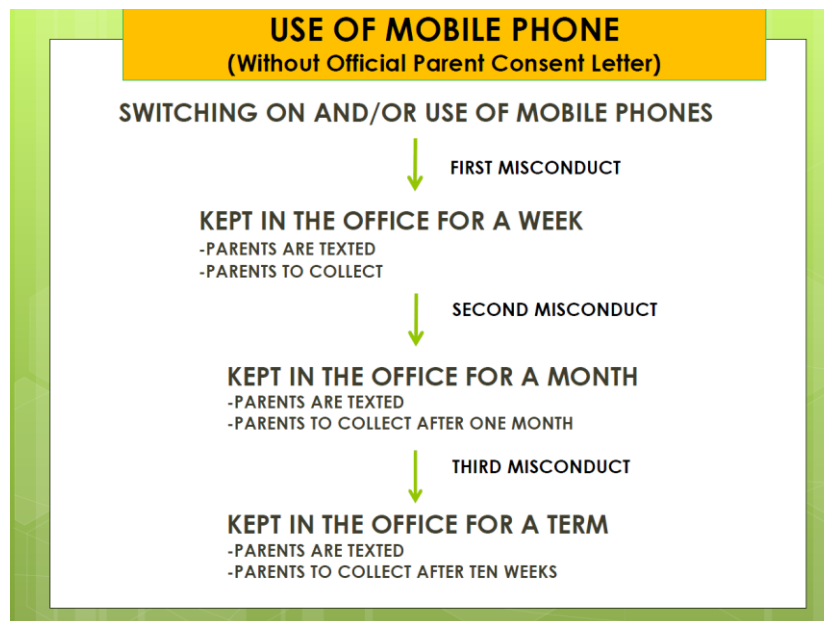
When a student is found to misuse any electronic devices and breaches the school rules, the electronic item will be confiscated:

1st offence – item will be confiscated for one week.

2nd offence – item will be confiscated for one month.

3rd offence – item will be confiscated for one school term or ten school weeks.

A Misconduct Form will also follow and it will be sent home to parents. After the confiscation period, parents are requested to collect the confiscated item from the administration office. Parents may be asked to see the Principal or their representative upon collection.



JEWELLERY AND MAKE-UP

Students are not allowed to wear any form of jewellery to school. It may pose unwanted risk of injury to your child or to other students. More is detailed below:

- Only a wristwatch is permitted for boys and girls.
- Earrings are only permitted for girls in the first hole of the ear in case of multiple piercings. **Earrings are strictly not permitted for boys.**
- No body piercings are allowed on any visible part of the body.
- No chains or bracelets.
- No nail polish and no fake nails.
- With parents' written request, only one ring of minimal design and size can be worn by girls.
- No visible make-up, only under-eyeliner is allowed for girls.
- No coloured contact lenses.

HATS

The **'No Hat No Play'** policy is in place throughout the year. Parents are requested to ensure that their child has his/her hat which must be worn for all outdoor activities.

UNIFORM

The school uniform plays a vital role in establishing community identity and contributes to the promotion of Islamic values and the ethos of the school hence, students must be mindful of the way they present themselves with respect to the school uniform.

Students are expected to wear the school uniform every day, including to and from the school and while attending school activities and other out-of-school excursions. The uniform is to be in good repair and neatly-ironed.

Students are also encouraged to be responsible for the maintenance of their uniform under their parents' supervision. The school actively encourages using the school bags that are sold in the Uniform Shop.

The uniform shop operates three days a week – Tuesdays, Wednesdays & Thursdays between 8:30am – 10:30am. Refunds and returns may only be allowed if goods are returned in good and acceptable condition.

High School (Years 7 – 12)

For male students:

I. Conventional grey pants, as sold in the uniform shop. Denim jeans, overalls, track pant. Elastic-waisted or draw-string pants are strictly not allowed.

II. Shirt

- i. Long-sleeved, white school shirt worn tucked-in at all times.
- ii. Collar must be worn down. Shirt must be buttoned up to at least the top two buttons.
- iii. If it is necessary for a T-shirt to be worn under the shirt, it must be all-black or all-white and round-collared. Turtle-necks are not allowed.

III. Tie, as sold in the uniform shop.

- Shoes must be black school shoes with black laces.

- Socks must be black or white and worn at all times, except for when making *wudu*.
- Belt must be black with minimal design. Belts with graphics, logos and fancy large buckles are not allowed.
- Hats are permitted only when observing the 'No Hat No Play policy', or when instructed to by the Sports Teacher. Hats are not to be worn indoors. Islamic headgear may be allowed.
- Winter vests are available at the uniform shop and are only to be worn during winter.
- Hair must be well groomed, natural in colour and cut above the eyebrows, above the earlobes and not long enough to reach over the collar. Hair must be combed down, without designs such as cut-ins, spikes etc.
- Blazers must be worn over shirts.

IV. For sports:

- The sports uniform is only to be worn on Sports days.
- Sports shirt (short or long-sleeved) must be purchased from the uniform shop.
- Green track pants (full-length or $\frac{3}{4}$ length) must be purchased from the uniform shop.
- Sports shoes must be all-black or all-white, with minimal design and with white or black laces only.
- Year 11 & 12 Senior High School students taking Physical Education as a subject may need to refer to their about special uniform/attire during their Physical Education lessons.

For female students:

- I. Long-sleeved loose-fitting blouse must be purchased from the school uniform shop.
 - i. Sleeves are to be buttoned-up and worn down to the wrists except for special subject requirements.
 - ii. Any singlets or T-shirts worn under the blouse must be all-black or all-white.
 - iii. Blouses should not be altered to be tight-fitting.
 - iv. The blouse length should be below the hips reaching to the thighs.
- II. Skirts must be purchased from the school uniform shop.
 - i. Skirts must not be altered in any way to make them tight-fitting or to change the design.
 - ii. Skirts must be loose-fitting.
 - iii. Skirts must be worn to a length reaching the ankle.
 - iv. Skirts must not have frayed ends.
- III. Scarves, as sold in the uniform shop.
 - i. However, if bought outside, only all-black or all-white scarves with no excessive glitter or designs will be accepted.
 - ii. See-through scarves are strictly not permitted.
 - iii. Scarves should cover the chest.
 - iv. Only minimal-sized brooches and pins allowed. No excessive designs.
 - v. Scarves must be worn at all times during school, on the way to and from school, during school functions and activities such as excursions.
- Shoes are to be all-black school shoes. Pumps, flats, high-heels or other fashion shoes are not allowed. There should be no fancy design or visible logos on them.
- Socks must be black or white and worn at all times, except for when making *wudu*.

- Hats are permitted only when observing the 'No Hat No Play policy' or when instructed by the Sports Teacher.
- Winter vest are available from the uniform shop and are only to be worn during winter.
- Blazers must be worn over blouses.

IV. For sports:

- The sports uniform is only to be worn on Sports days.
- The long-sleeved sports shirt must be purchased from the uniform shop. Shirts must be worn below the hips, reaching the thighs.
- Green track pants (full-length) must be purchased from the uniform shop.
- If worn, singlets or T-shirts under the sports shirt must not be visible. For safety and health reason, these undergarments are not encouraged in summer.
- Only scarves purchased from the uniform shop must be worn during sports as they do not have pins or brooches fixed to them. This is in accordance with the Sports activity guidelines, so as to ensure accidents are minimised during contact games.
- Sports shoes may be all-black or all-white, with minimal design and with white or black laces only.
- Year 11 & 12 Senior High School students taking in Physical Education as a subject may need to refer to the special uniform attire required for that particular Physical Education lesson.

Important: The school places great emphasis on students wearing the proper school uniform. Accordingly, parents are asked to ensure that their child has sufficient changes of uniform, especially during winter and rainy seasons.

Consequences of not complying with the uniform policy:

- Students will be sent to the administration office and parents will be contacted.
- Parents must supply the correct uniform or grant permission to their children to purchase a new uniform.
- Misconduct forms may be issued to students on repeated offences.

Primary School (Kindergarten – Years 6)

For male students:

- I. Conventional grey pants, as sold in the uniform shop.
 - i. Pants must be worn to a length reaching the ankle.
 - ii. Pants must not have frayed ends.
 - II. Shirt
 - i. Short-sleeved, light green school shirt worn tucked-in at all times.
 - ii. Collar s must be worn down. Shirts must be buttoned-up to at least the top two buttons.
 - iii. If it is necessary for a T-shirt to be worn under the shirt, it must be an all-black or all-white and round-collared.
- Shoes must be all-black school shoes or all-black sneakers with black laces.
 - Socks must be black or white and worn at all times, except for when making *wudu*.
 - The school observes the 'No Hat No Play policy' throughout the year, so hats must be worn when students are outside. Hats are not to be worn indoors. Islamic headgear may be permitted.

- Winter jumpers must be purchased from at the uniform shop. Other kinds of jumpers are not permitted.
- Hair must be well groomed, natural in colour, and cut above the eyebrows, above the earlobes and not long enough to reach over the collar. Hair must be combed down, without designs such as cut-ins, spikes etc.

For female students:

- I. Long-sleeved blouse must be purchased from the uniform shop.
 - i. Any singlets or T-shirts worn under the shirt must be all-black or all-white.
 - ii. Blouses should not be tailored to be tight. They must be loose-fitting.
 - iii. The blouse length must be below the hips reaching to the thighs.
- II. Pants, as sold at the uniform shop.
 - i. Pants must be loose-fitting.
 - ii. Pants must be worn to a length reaching the ankle.
 - iii. Pants must not have frayed ends.
- III. Scarves, as sold at the uniform shop. Students from Year 1 onwards are encouraged to wear the scarves.
 - i. However, if bought outside, only all-black or all-white, scarves with no excessive glitter or designs will be permitted.
 - ii. No see-through scarves are permitted.
 - iii. Scarves should cover the chest.
 - iv. Only minimal-sized brooches and pins allowed with no excessive designs.
 - v. Scarves must be worn at all times during school, on the way to and from school and during school activities such as excursions.
- Shoes are to be all-black school shoes or all-black sneakers. No pumps, flats, high-heels, or other fashion shoes are allowed. There should be no fancy design or visible logos on them.

- Socks must be black or white and worn at all times, except for when making *wudu*.
- The school observes the 'No Hat No Play policy' throughout the year, so hats must be worn when students are outside. Hats are not to be worn indoors.
- Winter jumpers are available from the College Uniform Shop and are the only jumpers to be worn during winter. Jumpers are not to be worn during summer.

Important: The school places great emphasis on students wearing the proper school uniform. Accordingly, parents are asked to ensure that their children have sufficient changes of uniform, especially during winter and rainy seasons.

Consequences of not complying with the uniform policy:

- Students will be sent to the administration office and parents will be contacted.
- Parents must supply the correct uniform or grant permission to their child to purchase a new set of uniform.
- Misconduct forms may be issued to students on repeated offences.

CANTEEN

Our school canteen 'The Crunch & Munch Lunchbox' is proudly run by the P&F Association and parent volunteers. It strives to provide yummy, healthy and halal food to our school community. The canteen operates on Monday, Tuesday, Wednesday and Friday during recess and lunch. It also runs its weekly cake stall every Thursday morning at recess. The food and drinks are reasonably priced and a copy of the Lunch Menu is usually sent home with your child at the beginning of summer or winter.

Parent volunteers are always welcome to assist our P&F in the canteen. If you wish to volunteer your time please leave your name and contact details at the administration office. You may be required to hold the Working with Children Check card. Forms are available from your local post office and the administration office.

REPORTS

In general, the school communicates with parents regarding their children via SMS, emails, phone calls, through letters/memos, face to face interviews during Parent-Teacher meetings, via appointments and through academic reports.

Parents can expect to receive the following reports throughout the year:

- Interim reports (issued for High School students only, at the end of Term 1 and Term 3)
- Semester reports (issued for all students, at the end of Term 2 and Term 4)
- Others – e.g. NAPLAN (available in Semester 2), UNSW test results, Australian Mathematics Competition results.

If you have any concerns or questions about your child's progress, please make an appointment with the administration office to see the class/subject teacher.

LIC TEST AND ASSESSMENT POLICY 2017 (Year 7 – 12)

1. OVERVIEW

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties
- providing feedback to students on how they may improve their achievement
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes
- developing subsequent learning programs
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

2. STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- complete the prescribed work requirements in each course by the due date
- maintain a good record of attendance, conduct and progress (**a student who is absent for five periods/days or more per term is deemed to be at risk**)
- **initiate contact with teachers concerning absence from class, missed assessments, extension**
- **requests and other issues pertaining to assessment.**
- maintain a folio of evidence for each course studied and to make it available whenever it is required (Yr 11 &12)

3. STAFF RESPONSIBILITIES

It is the responsibility of the teaching staff to:

- develop a teaching/learning program that adheres to current SCASA guidelines
- provide students with a course outline and scheme of assessment at the commencement of the year/term
- ensure that assessments are fair, valid and reliable
- maintain accurate records of student achievement and assessment
- meet school and external time frames for assessment and reporting
- inform students and parents of academic progress as appropriate.

4. ABSENCE FROM TEST/ASSESSMENTS AND CLASSWORK

(a) Specially scheduled assessment tasks

Absence from a specially scheduled assessment task (including tests, examinations and submission of assignments) must be explained by one of the following:

- medical certificate
- telephone call from parent subsequently supported by a letter from the parent (The letter must substantiate a legitimate, unavoidable reason. For example: 'My child had to work last night' is not considered a legitimate reason for not submitting work on time.)

Parents are required to write a letter to the College explaining the reason for absence on a scheduled test date for a maximum of two tests in a given year, and only once thereafter.

Where possible, satisfactory explanation of the absence will enable the student to complete that assessment task, or a similar task, and gain credit. Where possible, advance notification of absence is required. In cases where a student is unable to attend school to complete a specially scheduled assessment task (e.g. they are in hospital), and where appropriate supervision can be provided and assured, the student may be given permission to complete that task.

In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task, a zero will be given for the task which may result in an E for the course.

(b) General

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Periods of absence will result in lower levels of achievement **(A student who is absent for five periods/days or more per term is deemed to be at risk)**. Absences may result in a student not fulfilling the requirements of a course and thus may be deemed as unable to be assessed. **Potential achievement will not be considered.**

(c) Prolonged absence due to illness/injury

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program.

3. NON-SUBMISSION OF ASSESSMENTS

(a) General

If an adjustment to a deadline is necessary, it will be made in close consultation with all students and clearly publicised. It is essential that these deadlines be met.

It is a teacher's responsibility to manage the assessment schedule.

It is a student's responsibility to submit assessments by the published deadline.

Parents/guardians will be notified in cases where concern for a student's progress emerges.

(b) Extensions

Generally, **it will not be possible** for students to seek an extension for submission of assessments (unless they are ill or there are exceptional circumstances). Extensions need to be negotiated by the student with respective teachers.

In cases where work is not submitted on time, a penalty of 5% reduction in marks (per day) may apply.

Extensions may be given at the discretion of the teacher in cases of illness or significant personal problems. **If there is a prior commitment, such as soccer or an excursion, the work must be submitted prior to the published deadline.** If a student does not apply for or receive an extension then the consequences will be the same as for missed work when there is no satisfactory explanation of an absence.

6. EXAMINATIONS

(a) Regulations

When attending examinations, students must adhere to the regulations that pertain to that examination.

Regulations will be issued with the examination timetable. Infringement will result in a penalty as stated on the examination Regulations.

(b) Attendance

Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal prior to the examination date. Participating in family holidays will not be accepted as an exceptional circumstance.

7. CHEATING, COLLUSION AND PLAGIARISM

Students shown to have cheated in assessed work or in examinations will not have that work accepted as valid evidence of their achievement.

Collusion is when a student submits evidence that is not his or her own work for assessment.

Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (a work is essentially copied). This applies to material found on websites. If work that is not the original product of that student is submitted for assessment, it will not be accepted as valid evidence of achievement.

Upon a conclusive investigation all students involved in cheating, collusion or plagiarism will have a score of zero (0) registered for that assessment. It is left to the respective coordinator to arbitrate on a student's behalf should he/she have a genuine case.

APPENDICES

1. Complaint & Disputes Policy including the Complaint Form
2. Camp & Excursion Policy
3. Procedure for Illness & Accidents

1 - COMPLAINTS AND DISPUTES POLICY

Summary

Langford Islamic College values the partnership between parents and the College community and accordingly, is committed to responding positively to concerns, queries and complaints. Parents, staff, students and the College community are assured that the administration staff will listen and respond to their concerns in a confidential manner.

A complaint may be made by parents, staff, students or members of the community about the College as a whole, or about a specific section in the College, or about an individual member of staff, the Principal, the Business Manager or the Chairman of the College Board.

The College is committed to resolving all complaints expeditiously and takes every complaint seriously. The College's complaints and disputes policy endeavours to solidify the three-way partnership of parents/community, staff, and students with the aim of creating a harmonious and productive educational environment where healthy relationships are nurtured and Allah (SWT) is revered. In order to achieve this, it is imperative that the College has an established Complaints and Disputes policy and clear processes for resolution.

The procedure for complaints is accessible to all aggrieved parties and is underpinned by a commitment to cooperation by the administration staff. Procedural fairness is assured to all parties and resolution at the local level is preferred, if appropriate to do so.

Confidentiality is maintained (in accordance with legislative requirements), complaints are monitored and their management evaluated to minimise recurring problems.

In all matters, the educational well-being of students is a priority and complainants are able to make enquiries, raise concerns or lodge complaints about the provision of education or the conduct of the college staff and have the complaint dealt with efficiently, fairly and promptly. The processes are straight forward and information regarding concerns or complaints is available to parents, staff, students and members of the College community.

Anonymous complaints are not entertained, and any complainant will have to give their names. However, strict confidentiality will be observed. If they persist to remain anonymous, it is at the Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint.



ANNEXUE A

LANGFORD ISLAMIC COLLEGE COMPLAINT
LODGEEMENT FORM
STRICTLY CONFIDENTIAL

Date: _____

Person making the complaint: _____

Contact details: _____

Nature of the matter/complaint:

Persons concerned in the matter:

Your proposal for resolution (if any):

Other relevant information or evidence to support your complaint

For help with lodging a complaint, please contact the school office on 94585206.

OFFICE USE ONLY

*This section is to be completed by Administrative Staff and returned to the person making the complaint to retain as **Lodgement Receipt**.*

Received on (dd/mm/yyyy): _____

Received by (full name): _____

Signature: _____

2 - COLLEGE CAMPS AND EXCURSION POLICY

Summary

College camps and excursions are conducted as either an integral or an incidental part of the educational program. Camps and excursions are defined as activities generally conducted away from the school campus for educational and/or religious education purposes. 'Camps' would normally involve overnight stays whereas 'excursions' would normally involve single-day trips. It is important to ensure that students' safety and welfare are given paramount importance when undertaking such activities.

The purpose of the College's camps and excursions policy is to ensure that:

- Maximum emphasis is placed on safety and wellbeing and that the safety and wellbeing of all participants are assured at excursions and camps through the implementation of the College's procedures/guidelines.
- All camps and excursions are designed to enhance and be a part of the educational program offered by the college.
- Appropriate prayer/religious practices form an integral part of camp and excursion program.

Some rules for camps and excursions are:

- All camps and excursions must be approved by the Principal.
- Students shall not be allowed to attend a school camp or an excursion unless a written permission is received from their parent/guardian.
- The duty of care of staff, including a ban on intoxicating substances must be explained prior to departure.
- A Working with Children Check for all supervisors and volunteers is required and must be checked.
- One of the adults accompanying any group should be a registered teacher.
- For mixed groups, it is preferable that there is a male teacher and a female teacher present.

- A minimum of two adults should accompany the group irrespective of the group size, with one of the adults being a teacher. If an adult other than a teacher is busy with students, a teacher should always be present to take overall responsibility for duty of care.
- For some excursions, some staff will need to have the appropriate First Aid qualification and experience.
- Ensure the correct teacher/student ratio is adhered to when organising any excursion depending on the age, capability, location and the nature of the activity.

3 - PROCEDURE FOR ACCIDENTS & ILLNESS

