
Junior School Standards & Expectations Handbook



**SCOTS
COLLEGE**

Learning. For Life



THE SCOTS WAY

TIKANGA O KŌTARANI

Building Positive Relationships *Whanau-nga-tanga*

At Scots we show **RESPECT** *manaaki* for:

PEOPLE *tāngata*

Visitors, fellow students and staff...

Using friendly words and tone.

Manuhiri, ākongā, kaiako...

Whiria kotahi te tāngata

PLACE *wāhi kura*

The learning environment...

Relating in a manner that shows awareness of other's needs, and leaving the room clean, tidy and without damage.

Te taiao ako...

Hokia ngā taonga i ahua pai ai

PROPERTY *taputapu*

Yours and others...

Caring for gear and using it for its intended purpose.

Caring for the school environment and your surroundings.

Kura, akomanga, papa tākaro...

Ma pango ma whero ka oti ai te mahi

PROCESS *kaupapa ako*

The learning mechanism...

Arriving with all necessary equipment and contributing to the teaching and learning process – a willingness to learn.

Ma pango ma whero ka oti ai te mahi...

Ka pu te ruha, ka hao te rangatahi

Standards and Expectations

Our aim is the maintenance of high standards in student behaviour and appearance.

The reputation of the College depends on the awareness of all members that to live in a happy, safe, and purposeful environment, personal discipline is essential. Scots College is a traditional institution with an illustrious history. Yet, there is a modern outlook and a future focus. We strive for excellence in all that we undertake.

Restorative practice is at the heart of what the College stands for. However, the College will not tolerate any breaches of major school rules. The College reserves the right to require that any student breaching any such rule be suspended or withdrawn from school by their parents, and, failing a voluntary withdrawal, any such student may be expelled.

This policy applies to any acts or behaviour which in the Headmaster's opinion amounts to misconduct which is a harmful or dangerous example to other students at the school.

Specifically, any breaches of the following rules will entitle the Headmaster to suspend, require withdrawal, or expel any student:

- The use and/or possession of any drug prohibited by law or any psychoactive substances other than prescription medicines.
- The possession of and/or use of tobacco, e-cigarettes, shisha pens, or any other form of smoking or vaping paraphernalia.
- The consumption and/or possession of alcohol at school or whilst under school supervision.
- The theft of money or property.
- Bullying or harassment of any nature (including verbal, physical, emotional, and technological).
- Gross misconduct in the Boarding House or College.
- Continued disobedience or repeated disregard for any school rule, standard, or expectation.

The College also reserves the right to require withdrawal of a student or, if necessary, expel a pupil in the event of a student's gross misconduct or behaviour outside the College which, in the opinion of the Headmaster, has brought or is likely to bring the College into disrepute.

Summary

1. Students must always act and behave in a way that supports the special character of the College and upholds its reputation.
2. Good manners and behaviour are expected at all times.
3. All staff and students have the right to work and learn in a safe and friendly environment.
4. Students are expected to behave with consideration for others. Interfering with the rights and safety of other students or their learning is not acceptable.
5. Students must not behave in a way that harms or threatens the safety or mental or physical wellbeing of any other person.
6. Bullying or harassment of another student is a serious offence. Bullying or harassment encompasses verbal, emotional, physical, or technological, e.g., the videoing or photographing of any person on any electronic device without their permission and then disseminating or publishing the images.
7. Students must at all times look neat and tidy and wear their uniform correctly and with pride.
8. All students must meet the College's "Standards of Appearance."
9. Students are expected to respect all personal and school property at all times. There is to be no uplifting, interfering with, damaging, or defacing of any property.
10. Wilful damage to personal or school property is an offence.
11. Scots College should be a safe environment and therefore, no student should bring any dangerous item or illegal substance to school.
12. No student should be absent from class without written permission from parents, staff, or the subject teacher at the time.

Standards and Conventions

1. Student Behaviour

At Scots College, we run a restorative model when dealing with student discipline and classroom management. The aim of this approach is to maximise positive learning relationships, and these are important both inside and outside of the classroom. A restorative system operates in an environment that has a high level of structure as well as fairness, support, and care. When this environment exists, it allows staff to work “with” students. By working “with” students, we problem solve together, we are respectful of each other, approaches are collaborative, and it involves individuals reflecting upon and taking responsibility for their actions.

To provide the structure required to make this approach work, we have The Scots Way. The Scots Way consists of the four P’s. All students and staff are expected to abide by these expectations at all times. See page 2 for a copy of The Scots Way.

2. Standards of Appearance

The Scots College uniform unites the student body and is the most visible expression of belonging to the Scots College community. Students must at all times look neat and tidy and wear their uniform correctly and with pride. Students are deemed to be under the College’s jurisdiction:

- i. When travelling to and from school.
- ii. Whenever they are in Scots College uniform, whether it be normal school uniform, a sports uniform, a House or PE uniform.
- iii. Whenever they are representing the College or are on a school camp, sports, or cultural activity.

The Junior School uniform is made up of number one and number two uniforms.

OPTION A

Number one uniform — blazer, white shirt, Junior School tie, and either short trousers or Ie Faitaga, black leather school shoes with grey school socks (jersey optional).

Number two uniform – blazer, grey shirt, Junior School tie, and short trousers, black leather school shoes with grey school socks (jersey optional).

OPTION B

Number one uniform – blazer, white blouse, Junior School crossover tie, tunic, black leather school shoes with school grey ankle socks (cardigan or jersey optional).

Number two uniform – blazer, grey blouse, Junior School crossover tie, either shorts or tunic, black leather school shoes with appropriate school grey socks (cardigan or jersey optional). Black tights may be worn with the tunic during Terms 3 and 4.

Term 1 and 4 – Scots wide brim sunhat to be worn outside classroom.

Term 3 and 4 – Scots beanie and scarf may be worn to and from school.

DRESS FOR ALL STUDENTS

Students must adhere to the following dress regulations at all times.

- i. If a singlet or undergarment is worn under a shirt or blouse, it must be plain white or of natural skin tone.
- ii. When the College blazer is worn, the tie must also be worn, and both items are always worn outside the College grounds.
- iii. Whenever a student is wearing a school uniform, it must be clean and worn neatly.
- iv. When a student is representing the College in a sporting or cultural event, then they must wear the correct sporting or cultural uniform.
- v. **Belts** – Belts must be black leather without large buckles or logos.
- vi. **Shoes** – Shoes must be flat, black leather, lace up, or slip-on school shoes. They should be of dress standard and not casual, sports, or street shoes with soft soles. Shoes should always be clean and tidy.
- vii. **Socks and tights** – When wearing short trousers, tunics, or Ie Faitaga, students must wear correct Scots College socks pulled up. Long grey school socks are worn with short trousers. Short grey school ankle socks are worn with the tunic. Short black socks are worn with long trousers and Ie Faitaga. Tights should be black and may be worn with tunics during the winter months.
- viii. **Raincoats** – The raincoats permitted to be worn to and from school are plain black raincoats. These should be smart and free of graphics and logos. Coats may be worn outside at break times. They must not be worn in class.
- ix. **Tracksuits** – The only tracksuit permitted to be worn is the official Scots College tracksuit. On days when students are permitted to wear a tracksuit to school, e.g., Athletics Day, then the complete tracksuit, top and bottom, must be worn correctly.

- x. **Scarves and hats** – The only scarves and hats permitted to be worn are the official Scots College scarf, sun hat/cap, and beanie. College scarves may be worn to and from school only and are not to be worn around school or in the classroom. College hats are to be worn during official College activities such as Athletics meets and Cross Country and are to be worn with the official College tracksuit.
- xi. **Other College clothing** – College hoodies, sports team hoodies and t-shirts, leavers jerseys, etc. These are not part of the formal school uniform (either number ones or twos) and are not to be worn to or from school or while at school. They may be worn as part of the sports uniform when allowed by coaches/managers or as casual wear outside of school time.
- xii. All students must wear the complete uniform. The College will undertake to maintain a high standard in the wearing of uniform at all times. The same standards apply for the wearing of sports gear. No departure from the correct wearing apparel will be accepted.
- xiii. White shirts will be worn on special occasions, on every Friday, and on the first day of each term.
- xiv. After sports practices, PE gear may be worn home if travelling in a private vehicle. All others must change back into full school uniform. A combination of school uniform and sports gear is not permitted.
- xv. All articles of clothing must be named.
- xvi. Students can apply to their Dean for a uniform pass for after school sports practices with a written letter from their parent.

Refer to the Uniform List for the full uniform list for all students.

TRAVELLING TO AND FROM SCHOOL

1. Travelling by bus, shuttle, walking, or being dropped off by car

Blazers and ties must be worn correctly, with top button done up and tie tied correctly and of appropriate length.

2. Travelling by scooter or bicycle

If a student is cycling to school, they may do so without wearing their College blazer but should have it with them in case it is required during the day (for Chapel, Assembly etc.). Any student cycling or scootering must wear a helmet.

WHILE AT SCHOOL

During the school day all students are required to wear an official school tie. This does not include sports or cultural club ties.

The following condition applies:

Chapel and assembly – Tie and Blazer must be worn

During lunchtimes and intervals when students are taking part in physical activities, it is recommended that they remove blazers, ties, and jerseys or cardigans. When they move off to class, they should ensure they are neatly dressed; this includes shirts being tucked in.

PERSONAL APPEARANCE

Grooming for Students

- a. Hair should be kept neat and tidy at all times.
- b. Hair below the collar must be tied back only with a plain black hair tie or ribbon. Gold and silver hair accessories are not acceptable.
- c. Students are not permitted to have lines or designs shaved into their hair, or grow long sections of hair that can be fashioned into dreadlocks, plaits, “rats tails,” or “mohawks.”
- d. Students are not permitted to colour their hair in a way that draws attention. This includes unnatural colours, or coloured sections of hair.
- e. No make-up or nail varnish is to be worn.

No jewellery is to be worn to school. The only exceptions are:

1. Watches and medical alert bracelets.
2. Necklaces are not permitted, unless for specific religious or cultural reasons. These must not be visible.

For cultural and other reasons, there may be some exceptions granted to these expectations. The Headmaster, after consultation with the Principal, will grant any exceptions. Our uniform unites us all as one school. Uniformity, by definition, is about subsuming some of our individuality to something greater. The Board of Governors reserves the right to rule on any issues relating to the uniform of Scots College. Students should seek guidance from their Dean or Assistant Principal when uncertain about any aspect of their uniform or appearance when at school. Students will need a uniform pass from their Dean when they are not able to wear the correct uniform.

3. Property

Students are expected to respect all personal and school property at all times.

There is to be no uplifting, interfering with, damaging, or defacing of any property.

1. Personal Property

- a. Students are not permitted to borrow, move, or use other people's property without the owner's permission.
- b. All possessions must be clearly labelled in a permanent marker.
- c. Electronic devices brought to school, including cellphones, laptops, and tablets, are the student's responsibility to be looked after and kept secure. The College does not have insurance that covers loss, theft, or damage to personal property.
- d. Cellphones, headphones, and speakers can only be used with the expressed permission of school staff. All electronic devices should be looked after carefully and kept in locked lockers or handed to staff for safe storage if need be.
- e. Skateboards and scooters are not permitted to be ridden on the school site. Cycles are to be locked in the bike racks provided.
- f. Students should show pride in their appearance and the appearance of their school books and bags. School bags, exercise books, and folders should be kept neat, tidy, and graffiti free.

2. School Property

- a. Students should take pride in the school facilities and look after all school property.
- b. Deliberate and careless damage to any school property is a serious offence and must be reported to staff immediately.
- c. Rubbish must be placed in the bins provided. Students should pick up litter from the ground and put in the appropriate bin. Students must use recycling bins around the College campus.

4. Absences, Leave, and Punctuality

No student should be absent from class without written permission from parents, staff, or the subject teacher at the time.

1. If a student has an appointment card, email, or a letter from their parents requesting permission to leave school during the day, these must be presented to the Receptionist before signing out. When a student leaves, they must sign out at Reception. They must also sign in again at Reception when returning to school. The College receptionist must be able to verify appointments.
2. If a student is sick, then they **MUST** report to the School Nurse. If the Nurse deems it necessary for the student to leave school, then she will contact parents, school Reception, and the relevant Dean or homeroom teacher to ensure the student's absence is notified.
3. Students who arrive late to school must sign in at reception before going to class.



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