

UNIFORM

Forest View High School is a uniform school. The correct wearing of our uniform contributes to a good school tone. As a team, staff must work hard on the uniform procedures.

Some students attempt to wear non-regulation style shoes, shorts or trousers similar in style or colour. They will be expected to purchase the correct style of uniform.

Students in incorrect uniform are to go to the Auditorium before 8.40 a.m. to get a uniform exemption form from one of the Deputy/Assistant Principals.

On entering a classroom, students with incorrect uniform should be asked to place their exemption form on their desk. If a student has no exemption they are to be sent to SMT.

Contact must be made with home when students repeatedly do not wear correct uniform (with or without exemption).



LOST PROPERTY

All clothing and personal property, including books, must be clearly named.

Students who have lost items should first check whether they have been handed in at the Office, or to the DP (Fe). Lost items which are not claimed promptly are placed in the Lost Property cupboard. They are displayed at the end of each term to give the owners a chance to claim them.

CONFISCATED PROPERTY

Students cannot plead ignorance about what items or clothing are allowed to be worn or property may be brought to school.

Any property confiscated must be handed to the DPs/AP as soon as possible – to avoid being lost or misplaced by teacher. These can be picked up from the DP/AP at the end of the day. Students who have property or clothing regularly confiscated, especially cellphones, will only have the items returned to their parents/caregivers.

TELEPHONE AND FAX USE

Student and staff cell-phones must be in their bags and turned off during classes. If cellphones are turned on, or in use, or on a desk during a lesson they will be confiscated by the teacher and passed to the DPs/AP.



Staff may use the staffroom phone to make calls and students may ask to use the phone at the Student Services Office.

Toll calls must be made through the school office and are to be charged to Departments or paid for personally. A pink proforma slip is to be filled in for each toll call, and for each fax sent.

CAR PARKING

Sites for staff parking are available in the car park at the front of the school and in the area in front of the boiler house. Some student cars will be parked in the drive near the gymnasium. Any further student cars will need to be parked on Baird Road. All student cars must display a car pass regardless of where parked whether they are parked in school or on the road

outside school.

ACCIDENTS

Staff - When an accident (however minor) occurs at school, this should be recorded in the Accident Register kept in the Receptionist's office.

Students - Minor accidents can be attended to by the Office staff member trained in First Aid, in the sick bay. When there is a major accident, ensure correct action is taken before the student is moved. Our trained office staff member and other qualified staff can be consulted. **An ambulance must only be called from the school office.** An accident form (available from the school office) should be filled out.

The school has a policy for action in the case of accidents. **It is the responsibility of staff to make sure they are familiar with this policy.**