

ANZAC TERRACE PRIMARY SCHOOL

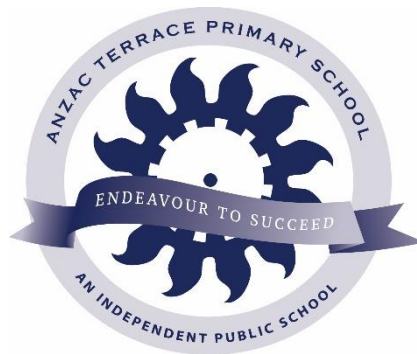
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PARENT INFORMATION BOOKLET



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Administration Staff:

Principal	- Mr Stuart Blackwood
Deputy Principals	- Mrs Liz Page
	- Ms Amanda McAlpine
Manager Corporate Services	- Mrs Lorraine Cicanese
School Officer	- Mrs Nicole Wells

Welcome

Welcome to Anzac Terrace Primary School. We hope that your association with the school will be a happy and rewarding one.

We believe that in order to obtain the best educational outcomes there must be a 'partnership' relationship between staff, parents and students.

We look forward to working together in creating and promoting a progressive, supportive and caring school community.

Our Core Values

- Endeavour
- Success
- Discovery

Our Purpose

- Provide a supportive, safe and secure learning environment that promotes thinking, creativity and individuality.
- Create a resilient school community where all students develop independence, emotional intelligence and social competency as they strive to achieve their full potential as 21st century learners.
- Provide high quality programs that engage our children in their learning and instil the essential skills that will enable them to reach their full potential; supporting and extending them in all forms of academic, social, creative and physical endeavours.
- Provide a stimulating and supportive environment for all teachers; and assist, inform and involve parents and the greater community of Bassendean.

Our Beliefs and Understandings

We believe that students learn best:

- when they are valued and respected as individuals
- when they have positive relationships with their teachers and school community
- when they are in a safe environment
- when rules, consequences and rewards are known by all
- when all classroom and school routines are known
- when all learning styles are catered for
- when they are motivated and given purposeful opportunities
- when they are supported in their move toward independent learning.

We believe everyone has the right and responsibility to:

- learn without disruption
- be treated with courtesy and respect
- work in a clean and safe environment
- care for, and take pride in themselves, their work and their school.



Background Information

Anzac Terrace Primary School is a Western Australian Government primary school catering for approximately 370 students from kindergarten to Year 6. Located in the suburb of Bassendean, 11km north-east of Perth, Anzac Terrace Primary School offers a holistic education enabling all children to experience success through learning opportunities.

Anzac Terrace Primary School is committed to excellence in teaching and learning, with digital technologies permeating the curriculum. The school's comprehensive Literacy & Numeracy learning program is enhanced by special learning area programs including HASS, Science, Physical Education, LOTE (Japanese) and The Arts – Visual Arts and Music. Our extra-curricular music program offers students the opportunity to participate in the school choir. Early intervention in Literacy and Numeracy, a Gifted and Talented program and a social and emotional learning framework called Kids Matter, are all distinctive features of the school's curriculum. In addition, an instrumental music program through SIMS provides the opportunity for children to receive individual instrument tuition in Year 6 and beyond into high school.

We are committed to maximising the learning opportunities for students with the support of parents. We strive for our students to be successful, confident, fully rounded lifelong learners. Our strong connection with parents and the wider community ensure that every student feels safe, has a sense of belonging, and is known by name and need.

Enrolments

The school caters for Kindergarten to Year 6 students and the average enrolment is approximately 370 students.

In the Kindergarten program, students attend full time sessions 5 days per fortnight. Birth certificate and immunisation records need to be sighted when enrolling. The pre-primary program is a full time program for 5 days per week. It is compulsory education for all pre-primary students.

All new enrolments need to first complete an Application to Enrol form before formal enrolment can be approved. These documents are available on the school website or from the school office.

School Times

Kindergarten Sessions:

Blue Group –

Mon & Tues 8.30am – 2.45pm

and every second Wednesday 8.30am – 2.45pm

Gold Group –

Thurs & Fri 8.30am – 2.45pm

and every second Wednesday 8.30am – 2.45pm.

Pre-Primary – Year 6:

School Commences 8.30 am

Morning Recess 10.30 - 11.00 am

Lunch Eating Period 12.20 - 12.30 pm

Lunch Recess 12.30 - 12.55 pm

End of School Day 2.45 pm

Students are **not** to arrive at school before 8.10am.

Student Term Dates 2023

Semester 1	
Term 1	Monday 1 February – Thursday 6 April
Break	Friday 7 April – Tuesday 25 April
Term 2	Wednesday 26 April - Friday 30 June
Break	Saturday 1 July - Monday 17 July
Semester 2	
Term 3	Tuesday 18 July - Friday 22 September
Break	Saturday 23 September - Monday 9 October
Term 4	Tuesday 10 October - Thursday 14 December
Break	Friday 16 December 2023 – Wednesday 31 January 2024

Public Holidays

Labour Day	Monday 6 March
Easter	Good Friday 7 April
Easter	Easter Monday 10 April
ANZAC Day	Tuesday 25 April
WA Day	Monday 5 June
Monarch's Official Birthday	Monday 25 September

NB: Some of these Public holidays fall during term breaks.

Professional Development Days **(Students do not attend School on these days)**

Monday 30 January
Tuesday 31 January
Monday 24 April
Monday 17 July
Monday 9 October
Friday 15 December



STAFF LIST

ADMINISTRATIVE STAFF

BLACKWOOD Stuart	Principal
PAGE Liz	Deputy Principal
McALPINE Amanda	Deputy Principal

TEACHING STAFF

TEACHER	TEACHING AREA	ROOM
DE WITT Sue	Kindergarten (Mon, Tues, Thurs & Fri)	ECB 1
O'BRIEN Nicole	Kindergarten (Wed)	ECB 1
RYBA Karyn	Pre-primary	ECB 2
PATTERSON Jessica	Pre-primary	ECB 3
HASLETT Debbi	Year 1 (Mon, Tue & Wed)	2
HILLAN Emily	Year 1 (Mon, Tue, Thurs & Fri)	2 & 3
FRANCIS Lynda	Year 1 (Wed, Thurs, Fri)	3
ASHMORE Suzanne	Year 2	5
SCRIVENER Nicola	Year 2	6
TEUDT Stephanie	Year 3	11
STACEY Mikhala	Year 3	12
CRAWFORD Sue	Year 4 (Mon, Tues, Wed & Fri)	17
VALINCIUS Henry	Year 4 (Thurs & Fri)	17 & 18
JONES Karlee	Year 4 (Mon, Tues, Wed & Thurs)	18
NARDI Jody	Year 5/6 (Wed)	13
CARMAN Alicia	Year 5/6	15
COX Amanda	Year 5/6 (Mon, Tues, Thurs & Fri)	13
IRVINE Simone	Year 5/6	14
VULETA Magdalene	Art	Art Room
ARCHBOLD Nicholas	LOTE Japanese - (Mon, Wed & Fri)	16
WOOD Lance	STEM	4
BELL Clinton	Performing Arts	Music Room

EDUCATION ASSISTANTS

DAWSON Marie	Kindergarten
CLARK Debra	Pre Primary
HIGGINS Ben	Pre Primary
IVANIC-MITCHELL Jemima	Mainstream Assistant
EADON Sharon	Special Needs Assistant
CARTER Esther	Special Needs Assistant
PENN Rose	Special Needs Assistant
GORDON Amanda	Special Needs Assistant

MINISTERIAL OFFICERS

CICANESE Lorraine	Manager Corporate Services
WELLS Nicole	School Officer (Mon - Wed)
TEUDT Madge	School Officer (Thurs - Fri)
HIGGINS Ben	Admin Support (Fri)
ILICH Tracey	Library Officer (Tue - Thurs)

GARDENING & CLEANING STAFF

DAILY Simon	Gardener
ANAN Lawan	Cleaner-In-Charge
MANYUEN Jaruda	Cleaner
SHARRATT Hayley	Cleaner (mornings)

VISITING SUPPORT STAFF

DASTYAR Gita	School Psych (Thursday) & Every Second Wednesday (AM)
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Absences

What the law says – Under Western Australian law (*School Education Act 1999*), parents must send their children to school unless:

- they are unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason for the absence.

The school prefers absence notes to be sent via Connect or the school website. There is no need to phone the school. You must let the school know within three days why your child is not attending. This is a legal requirement. The school does not have authority to approve absences for family holidays. A letter beforehand would be appreciated for absences known in advance.

Accident or Illness

Minor accidents are treated at school. In case of more serious accidents or illness, we will contact parents immediately.



Please ensure that we have up-to-date contact information.

It is important for the school to have other emergency contact numbers in case you are unavailable. **Children who are obviously ill before school should not attend.**

Assemblies

Class Assemblies are generally held every second Friday at 8:30am in the School Hall. They are advertised on the school calendar, in Connect and on the School Website.

Assemblies are run by different classes in rotation and generally include a class item, announcements and the presentation of honour certificates. Parents and visitors are most welcome to attend.



Please observe politeness protocols and turn mobile phones off during the assembly.

Bicycles & Helmets

Bikes are not to be ridden on the school pathways or anywhere in the school grounds.



NO responsibility will be taken for bicycles left behind after school.

The Road Safety Council does not recommend children under the age of 10 riding to school on their own.

A locked enclosure is available, but this only provides a minimal level of deterrence. Locking chains must be used to secure bikes to the racks.

Students travelling to school on bicycles must wear helmets. This is compulsory by law.

It is preferred that students do not ride scooters to school.



Book Club

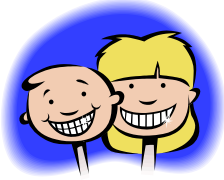
Book Club material is given out to students for Scholastic Book Club. Interested children can then choose books with their parents and the money and forms are returned to the school by a pre-determined date. A box is located outside the library for orders.

Book Club is coordinated by the P&C.

Council Oval

This oval is adjacent to the school oval. From semester 2, Year 6 students are permitted to use the oval at recess and lunchtime for organised games only. Please note that students from all year levels may occasionally use the oval during the year under supervision of staff.

Dental Therapy



Access to a centre for Anzac Terrace Primary School is at Hampton Park Primary School. This is a free service for children from Pre-Primary to Year six. The aim of the service is to improve the oral health of children through education and instruction about teeth, gums and good dietary habits.

For further information, please contact the Dental Therapy Centre direct on 9275 1648. Opening hours are from 8.15 am - 4.30 pm.

Dogs

Dogs are not permitted on school grounds. The local ranger will be asked to collect any dogs found on our grounds. Parents must NOT bring dogs to school when picking up or dropping off their children, whether on a leash or not.



Factions

All students are placed into a faction upon their enrolment to Anzac Terrace Primary. We have three factions; **SUCCESS**, **ENDEAVOUR**, and **DISCOVERY**, named after ships of the first fleet to Western Australia.

All family members are kept in the same faction.

It is preferred that students only wear their faction shirts on their class sports day (Thursday or Friday)

From the Principal's Desk



'From the Principal's Desk' is posted fortnightly on the school's website at www.anzacterrace.wa.edu.au. If you sign up for school news on the website, you will get an email notification when the latest news is available.

This electronic version has allowed the school to include more photos and articles to keep parents and the wider community informed and up-to-date of what is happening around the school.

Hat Policy

The policy that students are to wear hats, throughout the entire year, for outside play and activities is current. In 2016 the School Council made it mandatory for all students to wear the School Hat. The School Hat is the only acceptable hat and can be purchased from the P&C Uniform Shop. Caps are NOT part of the new dress policy.



A student not having a hat at school is required to sit in the shade for the duration of the outside activity.

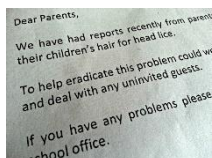
Head Lice

Parents are asked to check their children's hair on a weekly basis. The Department of Health's **Head Lice Fact Sheet** on the treatment for head lice is available from the office on request.

It is the parent's responsibility to inform the school if their child has a head lice infestation; treat their child's hair immediately and to check regularly for further outbreaks.

WHAT WILL HAPPEN WHEN A CHILD IS FOUND TO HAVE HEAD LICE

If a child is found to have head lice whilst at school, the parents will be contacted to come and collect their child from school. Once treatment has been carried out the child can return to school.



A letter will be sent home with students from that class at the end of the day requesting all parents to check their child's hair.

We request your vigilance in treating head lice.

Homework

Homework is an important part of a child's total education. Information is provided early at the start of the year on the requirements for homework by each class teacher.

The Homework Policy has been reviewed with input from parents, students and staff and is posted on the website.

Incursions / Excursions / Camp

Throughout the year various activities can happen that will require students leaving the school grounds, or participating in incursions.

At the beginning of each year or at the time of enrolment, all students will be required to complete a '**Medical Details Form – Excursions**'. These forms are vital for the welfare of your child as they are taken by the teachers for the duration of the excursion.

Written advice will be sent to parents for every excursion / incursion and it is desirable that all class members participate in planned events as they enhance your child's learning program.

All money for incursion / excursion should be sent to the school office (in a School Payment envelope) or paid via QKR and your child's permission slip to the class teacher.

Late Arrivals

All students arriving late to school (after 8.30am) must report to the office. A late pass will be issued.

Students who attend dental or other necessary appointments also need to be signed in or out via Passtab when they report to the office.

Students that are regularly 'just late' will be monitored and assistance / strategies will be put in place to achieve more satisfactory timeliness.

The Department of Education targets attendance as a priority.

Leaving School Grounds During School Hours

Children are not permitted to leave the school grounds during school hours, unless signed out by a parent, guardian or responsible adult.

- Arrangement for appointments - A note should be sent to the teacher informing them of times and person picking up the child. Parents and carers must report to the office on arrival and complete procedures for 'signing out' children. Children cannot wait in the car park to meet parents.

Library



The school has a well-stocked central library from which children may borrow resources. Parent help is asked to ensure library resources are treated with respect and returned on time.

A Library Bag is expected to be used to transport resources to and from school. The school library bag is a preferred option for the protection of items.

Lost Property

Each term there is an accumulation of lost property. Parents are requested to ensure that **all** clothing and belongings are marked clearly with the child's full name. Students and parents should check for lost items which is located at the end of the Admin Building just before the Year 1 Block.



All articles of clothing: jumpers, hats, parkas, shoes, sneakers and socks should be clearly marked with the child's name.

Items will only remain in the alcove for a period of two weeks. Any items not claimed are donated to worthy charities, sold second-hand by the uniform shop or disposed of.

Whilst staff will assist children to care for their belongings, ultimately it is the child's responsibility to care for their own things.

Lunch and Recess Periods

There is a compulsory eating period of ten minutes during which time all children must sit quietly, even if they have finished their recess or lunch food. Those children who have not finished eating after this period are encouraged to remain seated to finish eating.

Lunches

Anzac Terrace does have a school canteen, for more information please visit our School Website.

Please provide your child with a healthy lunch from home.



Medical Conditions

Medical conditions must be declared on the enrolment form. Details must be kept current and checked and updated at the beginning of each year and whenever changes occur.



Parents of children with serious or life threatening medical conditions must complete an **Individual Emergency Action Plan** to cover any contingency that may occur at school.

. We need your help to ensure your child receives the best possible attention at school

Medication

Some students require medication on a regular basis. Forms are available from the office and based on details given, processes will be established for safe storage, recording and administration of medication.



It is the responsibility of parents to make sure medication has the child's name, information of the prescribing doctor and dose to be administered.

In exceptional circumstances, where school assistance is required, the case must be discussed with the Principal.

Mobile Phones (Students)

The school accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. A policy on the **Acceptable Use of Mobile Phones (Students)** is available on the school website.

Students may not bring mobile phones to school UNLESS the mobile phone policy has been signed by the parent/caregiver, student and a member of staff. These forms are available on the school website or at the school office.

Mobile phones are to be handed into the office each morning and collected in the afternoon. All phones must have the child's name on them.

Please make yourself aware of the obligations regarding mobile phones for students.



Nut Aware

Anzac Terrace Primary has a '**nut aware**' approach. We have several students that are **highly allergic** when exposed to nuts and products containing nuts.

We ask for your support in ensuring children have 'nut free' items only in their lunchbox. Thank you.



Parents' & Citizens Association

Anzac Terrace Primary has a wonderful group of parents helping the school.

The association meets twice per term and dates and times are regularly advised in the newsletters and term planners.

All parents are encouraged to attend, as parental involvement is vital to achieve the school goals.

- **Fundraising:**

From time to time, the P&C will organise fundraising activities. Some activities that occur each year are - Mothers and Father's Day stalls; Easter and Christmas Raffles; Disco; Movie Night; Entertainment Books and P&C Lunch Days.

All money raised goes towards enriching your child's school with resources or facilities. Your support is appreciated.

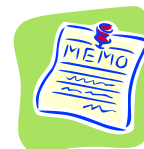
- **Second-Hand Uniforms**

The P&C Uniform Shop provides a second hand uniform service. Please check the Term Planner for days and times the Uniform Shop is open.

Donations of pre-loved uniforms can be left at the school office.

Parent / Classroom Information

An Information Package from each teacher is provided early in Term 1, that details information on class routines and programs.



Additional information from the class teacher may be found on Connect.

Parking

A parent car park with signage is available off Culworth Rd. Traffic needs to flow through the car park and parents **must park in a parking bay** in order to wait or organise students.

There is a KISS & DROP Zone located in the Parent Carpark, please drive through the allocated zone if you're wanting to use the KISS & DROP Zone.

*The staff car park is limited to **STAFF USE ONLY**.*



Parents should not park in the bus bays or on the grassed verge on Anzac Terrace.

Parents are asked to exercise care and courtesy in the car park and when parking around the school.

Town of Bassendean Rangers regularly patrol around the school and parents breaking the law will be prosecuted. Please make Anzac Terrace Primary safe for our students.

PEAC

The Primary Extension and Challenge (PEAC) program provides District level part-time extension for academically talented students. PEAC centres offer a range of courses, which provide able students in Years 5 and 6 with opportunities for extension work.

Personal Use Items



The list of Personal Use student requirements is sent home in Term 4 for the following year. Parents need to note that stationery items such as pens and pencils need to be replaced throughout the year. It is requested that ALL items be labelled.

Reporting



The school uses a variety of methods for reporting to parents about their child's progress.

At Anzac Terrace Primary School, the major reporting methods will be twice yearly summative reports in July and December.

Other reporting includes parent interviews, Interim Reports, Student Work Samples and an Open Night.

Parents are encouraged to meet with the teacher at any time to discuss their child's academic and social progress.

School Arrival

Children should ***not arrive at school prior to 8.10am*** as no supervision is available. Upon arrival, children are to remain in their respective courtyards until admitted to the indoor areas by teachers. Classrooms are open from 8:20 am

Children in Pre-Primary and Kindergarten need to be with their parent / guardian until the doors to their centres are open.



School Board

A School Board is in operation at Anzac Terrace Primary. Parent representatives and staff representatives are elected annually at the beginning of the school year.

The School Board has the role of endorsing School Priorities and the School Improvement Plan and for ensuring school priorities are monitored and maintained.

The School Board meets regularly during each term and feedback is provided to staff and parents.

School (Community) Nurse

The School Nurse attends Anzac Terrace Primary School on a regular basis each term.

This service is predominantly for the Kindy & Pre-Primary students for hearing and sight assessments.

Parents can request testing to be done on older children, however these must be placed with the classroom teacher.



School Psychologist

A School Psychologist is available to the school for the purpose of testing children with learning difficulties; behavioural, social or emotional problems and for counselling purposes.

Parents' permission will be sought before any child is tested. Parents may also approach Mrs Liz Page if they have concerns about their child/children.

Student Contact Details

It is of the utmost importance that the information on student enrolment forms be updated regularly. Especially any change to telephone numbers of emergency contacts, parents work numbers and student medical conditions.

Student Fundraising

Throughout the year fundraising activities will be held to help raise money for the year 6 camp as well as a community charity.

Swimming (In-Term)

The Department organises a series of ten swimming lessons for children from Pre-Primary to year 6. The lessons are free, although there is a cost to parents for pool entry and transportation to and from the pool.

PP – Year 6 students will participate in Term 1



The school actively encourages students to take part in these lessons.

Teacher Interviews

Parent / teacher interviews are encouraged and can be initiated by teachers or parents. Parents should contact the teacher directly to make an appointment.

Term Planner

At the beginning of each term a **Term Planner** is posted on Connect and the school website. This outlines the key dates and events for the term.

Please check Connect and the school website for additional information or changes that may occur during the term.



Uniforms

Students from Pre-Primary to Year 6 are expected to wear school uniform and Kindergarten students are encouraged to start the practice as soon as possible.

All students participating in excursions are required to wear school uniform.

Anzac Terrace Primary School colours are Navy Blue and Gold. Uniforms, hats and school bags, are available for purchase throughout the year. The uniform shop also sells second hand uniforms. Donations are always welcome.

Faction T Shirt orders are only taken once a year due to the variety of screen printing to be carried out. Children are encouraged to wear uniform and this is supported by parents. Parents will receive a note if students are consistently not in uniform.

General Appearance

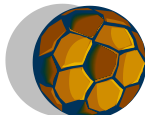
- Children must wear suitable foot wear, ie shoes and socks or closed in sandals. Thongs and other open-backed footwear is not suitable.
- Long hair needs to be tied back or plaited.
- Jewellery is discouraged for safety reasons, however if your child wears earrings – they must be studs or sleepers only.

Parents and students - please note that denim (jeans) are now banned from schools by the Minister for Education

Please check the Term Planner for days and times the Uniform Shop is open.

Valuable Items & Toys

No responsibility can be taken by the school for damage, loss or theft of any non-school item, ie, jewellery, toys or sports equipment. Children should **NOT** bring these to school.



All money should be sent to school in School Payment envelope, labelled with name, amount and purpose of money. The correct amount should be enclosed.

Voluntary Contributions & Charges

In order to enrich the opportunities available to your child in the school, the Education Act states that the Principal, the School Council and the P&C may establish funds for Libraries, Sporting Facilities and the like. These funds are dependent on the contributions from parents.

These contributions can be paid at the office at any time.

During the year, there are various activities where students will be charged to attend or participate.

Details of the school voluntary contributions and charges and the P&C voluntary contribution is posted on the school website or is available from the front office.

Voluntary Parent Helpers in Classrooms

In order to work with students, the Department requires all visitors, volunteers, family and community members to have a valid Working with Children Card. Parents of students currently enrolled at school, are exempt. Please contact the office for more details.



School Rules

School rules are to create a safe and happy environment.

Safety:

- * Rough playing, fighting, throwing of objects, climbing, are not permitted.
- * There is to be no running on paths, steps, and verandas or wet areas.
- * Out of bounds areas are car parks, front entrance area of the school, gardens and banks, bike racks (except for cyclists).
- * Designated playing areas -
 - Junior Playground - Pre-Primary, Years 1 and 2
 - Senior Playground - Years 3, 4, 5 and 6
 - Council Oval - Year 6
- * Bicycles must be walked into the school grounds and left neatly in the bike racks.
- * Students must not be in classrooms without a teacher.
- * Students must not be in wet areas without a teacher except for returning or collecting equipment.
- * Students cannot leave the school grounds without permission.
- * Sports equipment must be used in the correct manner.
- * Problems at recess and lunchtime must be reported to the duty teacher.

Health:

- * Healthy eating and healthy lunches are a continued school focus.
- * Lunches and recess food are to be eaten in the designated areas
 - Covered assembly area - Years 3 – 6
 - Cluster 'A' courtyard - Pre-Primary - Year 2
- * Students are to remain in these designated areas until dismissed by the teacher. (No walking while eating, or food in toilet or play areas.)
- * All areas are to be kept clean and tidy with no littering and all rubbish to be placed in bins.
- * No bubble/chewing gum is allowed at school.
- * A hat is required for outdoor activities (all year).
- * Safe footwear must be worn (no thongs).
- * Long hair must be tied back
- * Earrings, if worn, must be studs or sleeper types only.

Respect:

- * Common courtesies and manners must be used at all times.
- * Care should be shown for all property and equipment.