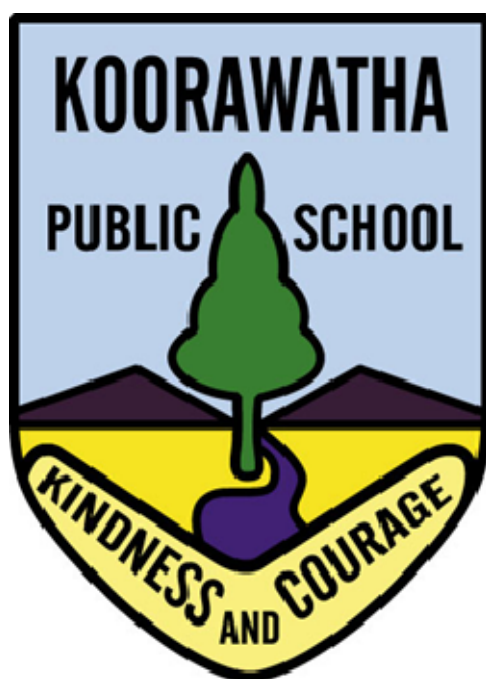
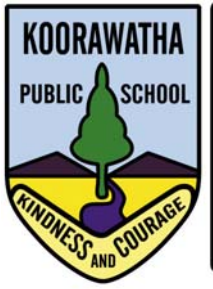


# Koorawatha Public School



Student Welfare,  
Good Discipline  
And  
Effective Learning  
Policy

2013



NSW Department of Education and Communities

# Koorawatha Public School

## Discipline Code

This policy has been formulated through discussion with members from all groups within the school community. It represents consensus agreement between those groups to enable students at Koorawatha Public School to interact in a safe and happy environment.

This policy is based on the following values:

**Be Safe**  
**Be Respectful**  
**Be On Task**

**Be safe** ensures that people behave and interact in a manner that ensures the safety of everyone in the school. It includes reporting safety hazards to the Principal in a timely manner and moving around the school including playing, in a manner that is not dangerous.

**Be Respectful** refers to behaving and speaking in a manner that shows respect for oneself and others. It includes tolerance, honesty, good manners and accepting responsibility for one's own actions.

**Be On Task.** The work of a school is to learn. To ensure the best learning environment students need to follow instructions, attempt all work set for them to the best of their ability and play their part in keeping a settled and conducive work environment within learning spaces either outside or inside.



NSW Department of Education and Communities

# Koorawatha Public School

## ACCEPTABLE BEHAVIOUR

All members of the school community should

- Have a positive self image
- Respect the rights of others
- Be courteous
- Be reliable
- Be trustworthy
- Be co-operative
- Be honest
- Be considerate
- Be able to cope with change
- Use appropriate language
- Uphold the school and society's values
- Accept responsibility for their own actions

## SCHOOL COMMUNITY BELIEFS

- Children to have a safe environment in which to learn
- Children to have the right to learn
- Teachers to have the right to teach
- Students develop responsibility for their own learning
- Fair discipline for all

## CODE FOR SELF DISCIPLINE

RIGHTS	RESPONSIBILITIES	SCHOOL RULES
<p style="text-align: center;"><b>BE SAFE</b></p> <p style="text-align: center;">EVERYONE HAS THE RIGHT TO BE SAFE</p>	<p>Behave sensibly while traveling to and from school and on excursion.</p> <ul style="list-style-type: none"> <li>• Keep your own personal space</li> <li>• Play safe</li> <li>• Wear your hat outdoors. “No hat no play”</li> <li>• If you cannot solve the problem, go to the teacher</li> <li>• Keep your temper under control</li> <li>• Stay in bounds and follow our safety rules</li> <li>• Bikes to be ridden only outside the playground</li> <li>• If someone is hurt help them</li> <li>• School uniform to be worn at all times</li> <li>• Medications to be taken in accordance with policy.</li> <li>• Illegal drugs, alcohol and tobacco are banned from the site for students</li> <li>• Weapons of any kind are banned</li> </ul>	<ol style="list-style-type: none"> <li>1. Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.</li> <li>2. Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.</li> <li>3. Behave safely, considerately and responsibly, including when travelling to and from school.</li> </ol>
<p style="text-align: center;"><b>BE RESPECTFUL</b></p> <p style="text-align: center;">EVERYONE DESERVES RESPECT</p>	<ul style="list-style-type: none"> <li>• Treat others as you wish to be treated</li> <li>• Use acceptable and polite language</li> <li>• Be careful of others and their feelings (no threats, bullying, teasing, biting, spitting or hitting)</li> <li>• Tell the truth</li> <li>• Tolerate each other’s differences, do not discriminate</li> <li>• Be polite, using please, thank you, etc</li> <li>• Cooperate with others</li> <li>• Knock and wait for permission to enter rooms</li> <li>• Listen to and respect the opinion of others</li> <li>• Be a good sport</li> <li>• Play fair and take turns, work as a team</li> <li>• Follow instructions from people in positions of authority</li> <li>• Include others and make them feel welcome.</li> <li>• Wear your uniform with pride</li> <li>• Be open to new friends - you do not own people</li> <li>• Wait your turn</li> <li>• Respect and take care of school property</li> </ul>	<ol style="list-style-type: none"> <li>4. Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.</li> <li>5. Treat one another with dignity and respect, respect the rights of others and attempt to resolve conflicts peaceably, without harassment, verbal abuse and violence.</li> </ol>
<p style="text-align: center;"><b>BE ON TASK</b></p> <p style="text-align: center;">EVERYONE HAS THE RIGHT TO LEARN</p>	<ul style="list-style-type: none"> <li>• Know and follow your class rules/beliefs</li> <li>• Bring the necessary equipment you need each day, leave your valuables at home</li> <li>• Listen to the teachers including visitors</li> <li>• Complete class and homework in time and to the best of your ability</li> <li>• Ask questions when you do not understand</li> <li>• Let others learn</li> <li>• Walk quickly to the COLA when the bell rings.</li> <li>• Understand that learning can be fun and creative</li> <li>• If you are absent your parent/caregiver must inform the school stating a reason.</li> </ul>	<ol style="list-style-type: none"> <li>6. Care for property belonging to themselves, the school and others.</li> </ol>

## ROLES AND RESPONSIBILITIES

### Principal will ensure that:

- A commitment to student welfare underpins all the policies and activities of the school
- The school community reviews policies and practices relating to student welfare
- Student welfare is regularly reviewed using appropriate planning processes
- A school discipline policy is developed and regularly reviewed
- The review processes take into account other mandatory policies
- Strategic issues identified in reviews are incorporated into the school plan
- Students, staff and parents are assisted to develop strategies for addressing student welfare and discipline needs in all the activities of the school
- Other policies and practices in the school are regularly reviewed to ensure that they meet the needs of all students in the school
- Parents/caregivers are regularly informed of their child's achievements and misbehaviours at the school
- Effective perspectives in areas such as Aboriginality, students with disabilities and cultural diversity are undertaken and reviewed on an ongoing basis.

### Teaching, support staff, and counsellors according to their role in the school will:

- Ensure that they are familiar with the Student Welfare Policy and the School Discipline Policy
- Contribute to the provision of a caring, well-managed, safe environment for all students, fellow staff and parents/caregivers
- Participate in the learning and teaching process in ways that take into account the objectives in this policy
- Participate in the school community's implementation of the Student Welfare Policy.
- Be familiar with mandatory notification procedures

### Students will be encouraged to:

- Act according to the discipline code established by the school community
- Contribute to the provision of a caring, safe environment for fellow students, staff and parent/caregivers.
- Participate actively in the learning and teaching process
- Provide their views on school community decisions, including reviews of student welfare, using agreed upon processes, which include the student representative councils.
- Practice peaceful resolution of conflict

### Parents/caregivers will be encouraged to:

- Participate in the learning of their children and the life of the school, including reviews of student welfare and the discipline code
- Share responsibility for shaping their children's understanding about acceptable behaviour
- Work with teachers to establish fair and reasonable expectations of the school

## **EXPECTED STANDARDS OF BEHAVIOUR**

### **Overview**

At the beginning of the year, teachers and students will work, discuss and determine how to uphold the school rules. The consequences of breaking the rules are to be clearly stated by the teacher and then enforced, so that students understand that they have a choice, which, is simply to display appropriate or inappropriate behaviour.

Students with teachers' guidance are expected to participate in safe play practices. They are to share resources and follow school rules.

The teacher on duty has the right and responsibility to request students to cease immediately, any game or activity, which they believe is being carried out in an unsafe manner or area.

Fixed playground equipment is only to be used by students when the teacher on duty is in the immediate area and has been asked by the students.

Whilst wearing the school uniform, traveling to and from school whether under teacher or parent supervision students are expected to follow school rules.

### **Safety in and around school**

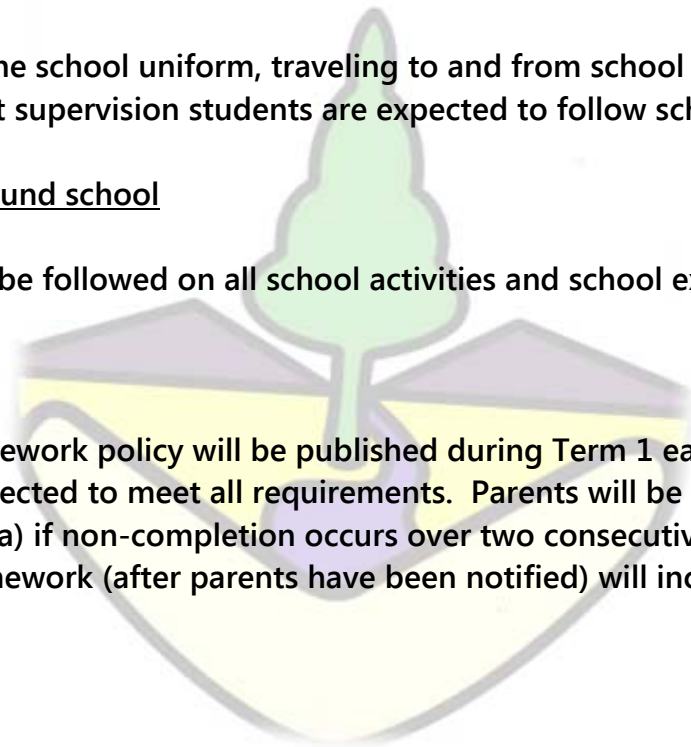
School rules will be followed on all school activities and school excursions.

### **Homework**

The schools homework policy will be published during Term 1 each year and students will be expected to meet all requirements. Parents will be notified in writing (see proforma) if non-completion occurs over two consecutive weeks. Failure to complete homework (after parents have been notified) will incur timeout during lunchtime.

### **Uniform**

The school community's expectation is that all students will wear with pride, the appropriate uniform each day and at all school activities. The school has a uniform pool from which parents can purchase items. The second hand uniform pool should be used as a resource.



## Punctuality and Timetable

Students are required to be at school 5 minutes before commencement of lessons. By Week 3 Term 1 each year a class/school timetable listing, literacy, sport, assembly and library and scripture times is to be published.

## Excursions

Our school community has agreed that only those students who have demonstrated a satisfactory level of maturity will be eligible to attend or participate in any out of school excursions.

School uniform is to be worn when students are representing the school. When the option exists (i.e. travelling) to wear casual clothes, they are to be neat, clean and tidy.

The school's discipline code will also be maintained. In the event a student reaches an unacceptable level of behaviour parents will be contacted and arrangements made for the student to be returned to school or home.

## Jewellery, Mobile Phones and other Valuables

The wearing of jewellery at school is not appropriate and whilst worn during some physical activities can be a danger to the student and others. However it is appreciated that the wearing of sleepers and studs is at times necessary. Therefore students will not be permitted to wear any non-essential or outlandish jewellery at school. Students will be required to remove all jewellery during some sporting activities.

Mobile phones and other valuables are not to be brought to school unless a legitimate reason exists. With a repeat incident, the item will be placed in secure keeping and only returned to a responsible adult.

## Anti Discrimination.

In accordance with the NSW Anti-Discrimination Act (1977 it is unlawful to discriminate against a person either directly or indirectly, because of their actual or perceived homosexuality (or their association with people who are or are perceived to be homosexual), race, disability, ethnicity, faith, or gender.

Discrimination on the basis of association (because of who you are related to, or mix with) is when you're treated unfairly or harassed because of the sex, race, age, marital status, homosexuality or lesbianism, transgender (transexuality) or disability of one of your relatives or friends.

The school will provide a safe and secure environment through

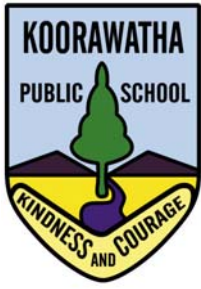
1. Mechanisms that are in place to ensure that learners and staff recognize discrimination in all its forms.
2. The school community working towards the elimination of discrimination.
3. All staff to be trained to counter discrimination and support students .
4. Programs that will be developed and implemented to ensure that the effects of discrimination are recognised.
5. Staff being aware of, and confident in using appropriate procedures to deal with incidents of discrimination.

## Bullying/ Harassment/Vilification

The school sees bullying as a learned activity, which concerns power and control over another individual or group. It is not restricted to children, it is throughout all levels of our society and as such the school will implement programs to eliminate these practices. Some of these programs are Peer Support, Student Leadership Council and the Buddy system.

Please refer to the Anti Discrimination/Harassment/Vilification Policy Addressing Bullying in School.





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## Behaviour Management Plan

Koorawatha Public School aims to provide programs that develop self-discipline, self-review, effective communication and conflict resolution skills in students. While student self discipline is the ultimate aim of our school, this needs to be supported by our behaviour management plan, with it's well defined expectations, consequences and support structures to acknowledge appropriate behaviour and address inappropriate and unacceptable behaviour.

This section is divided into three components

Strategies to promote good discipline and effective learning  
Practices to recognise and reinforce student achievement  
Strategies for dealing with unacceptable behaviour

### Strategies to promote good discipline and effective learning

- Staff will follow the NSW DET curriculum to implement individual and group learning strategies that encourage experimentation and intellectual stimulation within a consistent, caring and controlled environment.
- Individual differences are to be catered for across all areas of the learning curriculum. Not all students will follow the same learning program in the same class.
- The school will utilise the Learning and Support Teacher to provide additional support to the classroom teacher in areas of identified higher needs.
- The school will utilise the expertise in the staff to promote and extend students where identified with special needs and draw on outside consultants when deemed necessary.
- Success in learning will be promoted by consulting with parents/caregivers by inviting them to assist with the learning process in the classroom.

Within the school, all staff will

- Give simple instructions
  - Expect students to comply and follow directions
  - Regularly notice and commend students for complying with rules and directions.
  - Avoid the use of ridicule, embarrassment or “putdowns”.
  - Involve all members of the class by directing questions to the full range of students.
  - Encourage on-task learning behaviour by moving about the room and supervising work
  - Refocusing and redirecting attention when students become restless or inattentive
  - Having a plan for managing behaviour disruptions
  - Follow up any significant behaviour disruptions.
- Staff, parent/caregivers within the school and visitors will model a consistent, caring and controlled behaviour whilst within the school.
  - Integrated programs within all subject areas and specifically HSIE and PD/PE/Health programs will encourage self-discipline, self review, communication and responsible decision making.

## Practices to recognise and reinforce student achievement

The school while being aware of privacy and child protection issues will recognize student achievement through:

- Individual classroom based recognition programs. Class Dojo etc.
- The issuing of merit certificates, awards and other appropriate school based rewards.
- Announcements at the daily assembly of birthdays, individual and group achievement.
- Use of the bulletin board to promote group and individual achievement.
- Reports in the fortnightly newsletter of student, staff and group achievement.
- Ongoing, regular contact with parents by letter, telephone or personal contact.
- Commendation at weekly assemblies, special school activities (i.e. Easter Hat Parade, Book Week Parade, Sporting Activities and the Annual Presentation Ceremony.)
- Fostering positive relationships with the local media to promote public acknowledgment of the school and individual student achievements.
- Modelling of consistent and caring behaviour by staff.

## Strategies for dealing with unacceptable behavior

Students require clear limits and guidelines in order to function effectively in a community and to learn to their full potential in a safe and caring environment.

Consequences for unacceptable behaviour at Koorawatha Public School will be implemented after consideration has been shown to the view that all behaviour has a purpose. The following should also be reflected on when assisting the student to modify their behaviour

- quality teaching and learning programs and a diversity of delivery
- social skills programs
- classroom behaviour management techniques
- understanding of the broader community social expectations including cultural diversity

The range of consequences used may include

- Reprimand – by the immediate staff member in attendance. A repeat offence will lead to the incident being recorded in the staff member's day book.
- The student will be required to complete a 'Thinking Page' in order to reflect on their behaviour and its consequences. This will be followed up by counselling.
- Counselling - in the first instance by the class teacher, then either the Principal or school counsellor
- Restitution - an opportunity to repair or apologise for damage done. Parents/caregivers to be notified if financial restitution is required.
- Loss of privileges
- being required to complete work at recess or lunch time
- sitting out of activities in the playground
- inclusion in a "time out"
- possibility of not being included in a whole school activity. i.e. hat parade, book week etc

- possibility of not being eligible to represent the school in sporting events and outings
- eligibility to stand for school representative positions
- Time out - this will be usually a lunch time session with a task to complete
- Detention - this will occur following a serious act or a culmination of a number of offences as per the whole school discipline policy. Parents/caregivers to be informed at this level.
- Individual behaviour plans
- Social skills training programs
- Parent/caregivers/Student/Teacher/ Counsellor meeting to review behaviour plan
- Regular behaviour reports to parents/caregivers to be sent home
- If a student breaches the DEC Discipline Code they will be subject to DEC Discipline Procedures including suspension or even expulsion. Depending on the incident and individual circumstances





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## Ongoing review and revision

A review will occur at the end of 2016 to monitor the progress of this policy and at 12 month intervals to coincide with the production of the Annual School Report.

Revision will occur every three years or as deemed necessary by Department guidelines, school executive or district review.

All school staff, students, parents/caregivers and community members have a right of appeal on matters arising from this policy.

Students and parents should first contact the classroom teacher to address an issue. If this does not resolve the problem, then an appointment with the Principal needs to be made. If a satisfactory resolution has not been achieved then the District Office will need to be contacted.

When contacting the Principal or District Office it may be necessary to put ones concerns in writing in order to focus on the issue at hand.

Catherine Briggs  
Principal