

STUDENT WELFARE POLICY

In New South Wales the Public School System is responsible for:

- **The raising of standards and levels of educational achievement**
- **The provision of quality education for all**
- **The care and safety of students in its charge.**

School is a partnership between parents and teachers based on responsibility and mutual respect. It should set the example of appropriate behaviours that we expect within the community and Australian society.

Children should have an understanding of appropriate behaviours which will develop a responsibility for his or her own actions.



COMO PUBLIC SCHOOL

CODE OF BEHAVIOUR

- **Be kind and helpful.**
- **Solve problems in a sensible way.**
- **Respect ourselves, others, and the property of others.**
- **Play safely in the correct areas.**
- **Take pride in our school, ourselves and everything we do.**



SCHOOL RULES OR DISCIPLINE CODE

BEHAVIOUR

- Be polite, courteous and caring.
- No fighting, bullying, physical or verbal intimidation.
- Do not interfere with the learning of others.
- No throwing inappropriate objects.
- Find a peaceful resolution to problems.

SAFETY

- Play safely in the correct areas.
- Do not leave the school grounds without staff permission.
- Move around the school and use all equipment safely.
- Wear school hat (no hat, play under the shade shelter).
- Possession of suspected illegal substances or objects prohibited, including caffeinated drinks.
- Be a cyber-safe citizen (refer to the school's Anti-Bullying policy).

RESPECT

- Show respect for the rights and feelings of others.
- Obey requests from school staff.
- Ask permission to borrow or touch other people's property.
- Use and care for personal and school property.
- Take pride in our school.

RESPONSIBILITIES

- Be neatly dressed in full school uniform.
- Arrive at school on time (teacher supervision is not provided out of school hours - 9.00am - 3.25pm).
- Respond punctually to bells.
- Keep classrooms and playground clean and tidy.
- Behave well at school, at sporting activities, excursions and when travelling to and from school.
- Make a useful contribution to the life of the school.

PRACTICES DESIGNED TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT

- The use of merit certificates, awards and other appropriate class and school based rewards.
- Ongoing, regular contact with parents, eg. verbal, letter, telephone.
- Commendations at assemblies and special school activities.
- Fostering positive relationships with the local media to promote public acknowledgment of the school and individual student achievements.
- The Rainbow Book is to acknowledge students following the School Rules out in the playground.
- Each week, Harmony Awards are presented at our School Assembly recognising students demonstrating the School Values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

MERIT SYSTEM

Como Public School's Merit System recognises a wide range of student achievements, eg. attitude in class, behaviour in class or in the playground, effort, achievement, social interaction.

This system is cumulative.

EXPLANATION OF COMO PUBLIC SCHOOL AWARDS

RED AWARDS

- Staff will receive awards to distribute to students who display appropriate behaviour and achievement.
- Scripture and other specialist teachers may also distribute an award.
- Students are responsible for keeping merit certificates safe – for which a book is supplied.
- When students collect five of these awards a Bronze award is achieved.

BRONZE AWARD

- When 5 Red awards are collected the student presents these to the classroom teacher to receive a Bronze Award.
- The Student is presented at Whole School Assembly with the Bronze Award.
- The student's achievement is displayed in the newsletter.

SILVER AWARD

- When 3 Bronze Awards have been collected, the student presents these to the classroom teacher.
- The student is presented at Whole School Assembly with a Silver Award.
- The student's achievement is displayed in the newsletter.

GOLD AWARD

- When 3 Silver Awards have been collected the student presents these to the classroom teacher.
- The student is presented at Whole School Assembly with a Gold Award.
- The student's achievement is displayed in the newsletter.

SCHOOL MEDAL

- When 2 Gold Awards have been collected the student presents these to the classroom teacher.
- The student is presented at Presentation Night with a School Medal for Excellence.
- The student's achievement is displayed in the newsletter.

STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

In our school, everybody has the responsibility to keep our agreed code of conduct. If you choose to not to keep a rule, then there will be a consequence. The consequences are related to the broken rule. Teachers follow-up on all unacceptable behaviour in a calm manner. Consequences lead to the student developing self discipline by taking responsibility for their own actions.

Consequences are

- fair
- certain
- known in advance
- logical and related to the action
- either immediate or deferred, depending on individual and situation.

The following strategies will be used to deal with unacceptable behaviour:

- **Tactical ignoring** To reinforce on-task behaviour. Teacher gives no direct eye contact for off-task behaviour.
- **Simple direction** Use respectful language accompanied by please and thank you. Keep directions simple.
- **Positive reinforcement** Pick up on-task behaviour and acknowledge it.
- **Rule reminders** Simply restate the rule. Don't get caught up in a discussion.
- **Restitution** Planning a way of making things right. Verbal/written apology and a plan for rebuilding or repairing.
- **Isolation from peers** When a student continues to be disruptive, give a choice to work quietly or to move away from the group within the room.

For minor issues

Procedures:

1. Verbal warning
2. Name on board
3. Time Out (removal from class)
4. Warning Book
5. When a child's name is recorded in the Warning Book, they'll need to spend second half of lunch in "Reflection".

The Warning Book is there to remind students of the consequences of their behaviour. If a child's name is recorded 3 times in the Warning Book during a term, parents are notified via a written letter from the principal.

*Reflection

This is thinking time.

Children are given this time when they have had several rule reminders and yet, they have chosen to continue the negative behaviour.

Children must *think and write or verbally respond to:*

- *What happened?*
- *Who has been affected?*
- *How can we involve everyone who has been affected in finding a way forward?*
- *How can I do things differently in the future?*

Time Out reports are collated by the teacher for future monitoring.

For major issues

The student will go directly into the Warning Book.

• Removal from class

When faced with aggressive, dangerous, tantrum or any behaviour that continues to disrupt learning within the group, the teacher may need to remove a student from the class to the principal or another teacher.

• Behaviour contract

Involving principal, parents and class teacher. This contract indicates that there is a serious problem with the child's playground or classroom behaviour.

A daily monitoring card will provide communication between home and school.

- **If a student has had three letters sent home in a term, this will result in suspension.**
 - **1st letter home: detention**
 - **2nd letter home: warning of suspension and detention**
 - **3rd letter home: suspension**

SEVERE BEHAVIOUR

Parents will be contacted for severe behaviour:

- Violent physical and/or verbal behaviour towards another individual.
- Deliberate destruction of property.
- Disrespect to a teacher or person in authority.

SUSPENSION

(From “Good Discipline and Effective Learning”, a DSE Ministerial Statement.)

The Principal will immediately suspend any student who commits the following offences:

- possession of a suspected illegal substance. **(Police will be notified.)**
- any student intentionally causing injury or threatening serious violence against another student or teacher.
- any student in possession of a prohibited weapon, or using, or threatening to use, any item or instrument as a weapon.
- students who, in their relationships with staff, are persistently disobedient, insolent, or engage in verbal harassment and abuse.
- criminal behaviour. **(Police will be notified.)**

Information for Parents – Unacceptable Behaviour

Dear Parent

As outlined in the Como Public School Discipline Policy, if a child has his/her name recorded three times a term, for unacceptable behaviour, in the Warning Book, parents are notified in writing.

Your child _____ has had their name entered three times as follows:

Date	Incident	Teacher
1.		
2.		
3.		

- We are monitoring your child's behaviour, negotiating strategies which could avoid the problem in future and helping them to take responsibility for their actions.
- We ask that you also negotiate, with your child, processes to improve the situation.
- You are informed that counselling of student and parents is available.
- A copy of this letter has been retained at the school.
- Please sign the form below and return it to the school to indicate that you have received this letter.

Principal

Date

.....
I acknowledge receipt of the letter from the Principal of Como Public School.

Signed: Parent/guardian

Date

Information for Parents – Unacceptable Behaviour

Dear Parent

As outlined in the Como Public School Discipline Policy, if a child has his/her name recorded three times a term, for unacceptable behaviour, in the Warning Book, parents are notified in writing.

Please note that this is your child's second letter of unacceptable behaviour this term, a following one will result in suspension.

Your child _____ has had their name entered three times as follows:

Date	Incident	Teacher
1.		
2.		
3.		

- We are monitoring your child's behaviour, negotiating strategies which could avoid the problem in future and helping them to take responsibility for their actions.
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Principal

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.....
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Date

Date of Incident	The incident – who, what happened, action taken	Teacher