CARRINGTON PUBLIC SCHOOL
STUDENT WELFARE AND DISCIPLINE POLICY 2011

References:

<table>
<thead>
<tr>
<th>Policy Document</th>
<th>Identifier</th>
<th>Web Address</th>
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</table>

CORE BELIEFS:--

At Carrington Public School we believe:

- **LEARNING** is valuable, enjoyable and continues for life
- In **RESPECT** for ourselves, other people, their belongings and the environment.
- Individuals should take **RESPONSIBILITY** for their own behaviour.

STATEMENT OF PURPOSE:--

Carrington Public School provides effective learning and teaching within secure, well-managed environments, in partnership with parent/caregivers and the wider community.

The main goal of Carrington Public School is to offer its students the best educational opportunities, in an inclusive safe and secure learning environment free from bullying, harassment and intimidation.

Carrington Public School is committed to a broad, balanced and relevant curriculum. We recognise the diversity within the school community and provide programs and support, which acknowledge differences and promote harmony which ensures a caring school environment.

- Quality educational programs which are aimed at achieving excellence and equity and incorporating extension programs for talented and gifted students and support programs for students with learning difficulties.
- A caring environment, which nurtures the qualities of self-discipline, responsibility and courteous behaviour, and personal achievement.
DIRECTORY:

If you have any questions or concerns the following will be able to help you.

<table>
<thead>
<tr>
<th>Academic:</th>
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<tbody>
<tr>
<td>1. Class Teacher</td>
<td>(Phone to schedule an appointment)</td>
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<tr>
<td>2. Principal</td>
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<thead>
<tr>
<th>General Discipline Welfare:</th>
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<tbody>
<tr>
<td>1. Class Teacher</td>
<td>(Phone to schedule an appointment)</td>
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<tr>
<td>2. Principal</td>
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<table>
<thead>
<tr>
<th>General Information</th>
<th>SAM (School Administration Manager – Office Lady)</th>
</tr>
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<tbody>
<tr>
<td>(fees, uniforms, excursions Sport/Attendance)</td>
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| Canteen                     | PC representative                           |

STUDENT WELFARE AND DISCIPLINE POLICY

School staff are committed to quality learning and teaching within caring, safe, secure and well managed environments where the individual is valued as a person.

Student Welfare and Discipline at Carrington Public School:

- Encompasses everything the school community does to meet the personal, social and learning needs of students
- Creates a safe, caring school environment in which students are nurtured as they learn
- Is achieved through the total school curriculum and the way it is delivered
- Incorporates health and social skills programs
CPS Student Welfare Policy:

- Stresses the value of collaborative early intervention when problems are identified
- Provides ongoing education services to support students
- Recognises the diversity within the school community and provides programs and support which acknowledge the difference and promote harmony
- Recognises the role that the school plays as a resource to link families with community support services
- Provides opportunities for students to enjoy success and recognition, make a useful contribution to the life of the school, and derive enjoyment from their learning.

Consistent with the NSW Department of Education and Training’s Student Discipline in Government Schools Policy Statement (2006).

Student Welfare and Discipline is the responsibility of all members of the school community: the Principal and other School Executive; Teaching, School Administrative and Support Staff; Students; Parents and Caregivers and the wider community.

Student Discipline focuses on four components:

- School rules/Code of Conduct
- Strategies and practices to promote positive student behaviour
- Strategies and practices to recognise and reinforce student achievement
- Strategies and practices to manage inappropriate student behaviour
- Supporting students.

CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS

<table>
<thead>
<tr>
<th>The Core Rules</th>
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<tbody>
<tr>
<td>All students in NSW government schools are expected to:</td>
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</table>

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- 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.
- Treat one another with dignity and respect.
- Care for the property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
**SCHOOL RULES:**

School Rules apply to all student, staff and community.

**RESPECT:**
- Yourself
- Students
- Staff
- Property
- Environment

<table>
<thead>
<tr>
<th>School Rule</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>1. Respect Yourself</td>
<td>• to be punctual</td>
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<td></td>
<td>• to adhere to the school dress code</td>
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<td></td>
<td>• to be in the right place at the right time</td>
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<td></td>
<td>• to deliver notes/money to school promptly</td>
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<td></td>
<td>• to make correct choices to fully participate in all school activities</td>
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<td></td>
<td>• to be careful and safe on/with play equipment</td>
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<tr>
<td></td>
<td>• to not bring/do anything that might cause injury to self</td>
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<td></td>
<td>• to obey school rules</td>
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<td>• to travel to and from school in a safe and sensible manner</td>
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<tr>
<td>2. Respect Staff</td>
<td>• to do as you are asked by a teacher</td>
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<td>• to speak nicely at all times to staff members</td>
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<td>3. Respect Students</td>
<td>• to be well mannered</td>
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<td>• to not call people names or tease them in a hurtful way</td>
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<td></td>
<td>• to respect others as individuals and not treat them unfairly</td>
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<td></td>
<td>• to speak politely</td>
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<td>• to share equipment and play areas fairly</td>
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<td></td>
<td>• to hand in lost property</td>
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<td></td>
<td>• to not fight or cause fights</td>
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<tr>
<td>4. Respect Property</td>
<td>• to bring equipment where needed (pens, pencils, rulers, library bag, notes and homework) to school each day</td>
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<td></td>
<td>• to stay out of classrooms and other out of bound areas unless supervised by a teacher (red lines indicate our out of bounds areas)</td>
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<td>• to not steal, damage or destroy school property and the property of others</td>
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<td>• to hand in lost property</td>
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<td>to return all equipment (sport, library books, class items etc)</td>
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<tr>
<td>5. Respect Environment</td>
<td>• Do not litter</td>
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<td></td>
<td>• Recycle whenever possible</td>
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<td></td>
<td>• Do not climb trees or swing on branches</td>
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<td></td>
<td>• Do not hurt animals</td>
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<td></td>
<td>• Care for our frog pond</td>
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<td></td>
<td>• Save gas, water and electricity</td>
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</tbody>
</table>
RE

SPECT

YOURSELF

STAFF

STUDENTS

PROPERTY

ENVIRONMENT
CONSEQUENCES

1. Stickers
2. 1st warning
3. Certificate
4. 2nd warning
5. Time out
6. Trophy
7. Buddy class
8. Special events
9. Principal
What will happen if students choose not to follow the rules.

The students will be given two warnings as outlined in the diagram above. On the third warning, the student will be sent to time-out (yellow card), a five minute break away from the class to stop and think about their behaviour. If the behaviour continues when the student returns to class, they will be given a red card which means “buddy class” where he/she is expected to continue the work they were doing in their own class. If a child receives a red card their parents will be notified by phone that afternoon and the incident will be data-based. If the misbehaviour continues the student will be sent to the principal. The principal will follow Department of Education’s Suspension and Expulsion Procedures if required.

Prohibited Items

At Carrington Public School, the following items must not be brought to school.
- chewing gum
- knives, weapons of any description
- drugs (illegal). Medications to be taken to office
- matches and lighters
- toy guns, swords, toys with sharp edges
- mobile phones – to be taken to office during school hours
- expensive toys
- electronic toys
- Other items that cause problems to students and teachers at the discretion of the principal

Not to be Worn...

At Carrington Public School the following must not be worn.
- nail polish
- make up
- earrings other than studs or sleepers
- jewellery
- headbands that are not blue
- hats other than a blue school hat

Sports Store Room Expectations

The sports store room is to be kept tidy by the house captains with the assistance of all using the equipment for sport or PE.
- House captains or students are only allowed to enter room with permission of teacher
- equipment, for lunchtime use, to be given out at 1.10pm and returned at 1.45pm
- Captains to record any missing equipment
- Captains member must return keys to the office

Excursion Expectations

Excursions are a means of enriching the learning that takes place in the classroom. Students from Carrington PS who participate in excursions should:
- wear appropriate school uniform
- at all times be well mannered and well behaved
- be punctual
- understand that inappropriate behaviour at school or in the classroom could lead to exclusion from school excursions
Canteen Expectations
Students should:
• line up in an orderly fashion
• use good manners at all times
• not buy for others or make purchases after 1:45pm

Sport Expectations (Code of Conduct)
The following code of conduct is designed to highlight:
• the principles of enjoyment, satisfaction and safe play in sport
• that students participate for their own enjoyment and development and not to fulfil the desires of others.

Participating students will sign a code of conduct at the commencement of each PSSA season.
• I will remember that the goals of the game are to have fun and improve my skills.
• I will compete by the rules and always abide by the referee / umpires decision.
• I will be a good sport and be modest in success and generous in defeat.
• I understand that representing my school, on the sports field, is a privilege and therefore inappropriate behaviour at school or in the classroom could lead to suspension or exclusion from the team.

School Times and Punctuality Expectations
At Carrington Public School, school commences each school day at 9:00am and concludes at 3:00pm. All students are expected to be in attendance between these times.
Staff are responsible for students between the hours on 8.30am and 3:00pm. Students are not permitted on the school grounds before 8:30am or after 3:00pm (unless they are involved in an extra curricular activity that takes place before or after school).

Students who arrive at school after 9:00am, whether escorted by their parents or caregivers or not, must report to the office to receive a Late Arrival note. Staff are not to accept students into their care and supervision unless this note is presented. If a student arrives without the note they are to be sent to the office to gain one. These Late Arrival notes must be retained by the class teacher as a record of the student’s partial absence from school and must be documented as such in the Class Roll.

Students are not permitted to leave the school grounds before 3:00 pm unless escorted by their parents or caregiver. The parent or caregiver must present the teacher with an Early Leaver note before the teacher presents them with the student. These Early Leaver notes must be retained by the class teacher as a record of the student’s partial absence from school and must be documented as such in the Class Roll.

If a student presents a teacher with a note from the parent or caregiver asking that the student be sent home early then the teacher is to refer the student and the note to the office.

When on an excursion, PSSA function or when the school holds special events, and a student’s parent or caregiver is accompanying the group and requests that they take their child early, the parents must have permission from the class teacher before taking their child. Student will not be allowed to leave the care of a teacher with any other adult unless there is written permission from a parent or guardian.

General Playground Procedures and Expectations
At Carrington Public School students are not permitted to play without a hat. Students are not allowed to play in the toilets or out of bounds areas. All teachers at the commencement of the
school year are to fully inform students of the playground boundaries and expectations for playing within these specific boundaries.

**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). This 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. For example, other students or teachers must not treat you differently because your parents are divorced, or because your mother is a lesbian.*

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 homosexual discrimination.
3. All Staff to be trained to counter discrimination and support students on issues related to sexual orientation.
4. Programs that will be developed and implemented to ensure that the effects of discrimination are recognized.
5. Staff being aware of, and confident in using appropriate procedures to deal with incidents of homosexual discrimination and vilification.
6. Incidents of violence against homosexual people being eliminated.

**Bullying**

“Our school community is committed to providing a safe and secure environment promoting personal growth and excellence by developing confidence and self esteem.”

**What is Bullying?**

Bullying is the intentional harming or hurting of a person, or their belongings, by another person or persons. It is distinguished by how the targeted person feels.

There are 4 types of bullying that can occur –

- **Verbal:** name calling, putting down, threatening, daring/manipulating, bribing, teasing
- **Physical:** hitting, tripping, poking, kicking, damaging or stealing belongings, hat hiding, using stand over tactics, biting, chasing
- **Social:** spreading rumours, writing notes, talking about invading other children's space, excluding children from activities.
- **Psychological:** stalking, giving dirty looks, not listening, and sighing.

Bullying affects the victim who may suffer from depression, shyness, low self esteem, poor academic achievement, injury to health, truancy and poor school attendance, or think some thing is wrong with them. It affects the bully who may have problems in maintaining relationships, with increased use of aggression and violence putting them at odds with society. They are 4 times more likely to have a criminal record when they reach adulthood. It affects the victim's parents and siblings, who may feel helpless and angry. It affects the bystanders who may feel guilty and may not know what to do.
Procedures

- A whole school education about bullying as a part of the PD/H/PE scope and sequence instilling the meaning of bullying and methods children can use to deal with bullying
- Students utilise these skills to deal with mild bullying incidents. Some skills the children can use include – taking a deep breath; looking directly into the eyes of the person attempting to bully them; speaking in a firm, clear voice and saying loudly, “Stop that, I don’t like it!” Other skills are outlined in the classroom programs.
- If bullying is seen to continue, the teacher will talk to the children involved to resolve the situation. The incident will be recorded on the school data base as a record for future reference. The teacher will decide the severity of the incident, with the following sanctions as a result:
  - **Mild** – time out at lunch/recess
  - **Intermediate**- Detention to consider more appropriate behaviour – off playground; note home to parents informing them about the incident
  - **Severe**- Continued bullying will lead to Suspension. School Councillor intervention will be organised.

**STRATEGIES TO PROMOTE POSITIVE STUDENT BEHAVIOUR**

The school encourages effective discipline by:

- Providing an interesting, engaging and relevant curriculum to meet the needs of each student.
- Supporting children in achieving success in learning.
- Developing a small number of easily understood rules which are fair, clear and being consistent in the reinforcement of good behaviour management techniques.
- Whole school values i.e. Anti bullying programs that build faster resilience in our students.
- Discussing with parents their role in promoting acceptable student behaviour
- Attending appropriate training and development programs
- Providing appropriate support programs, e.g. counselling, STLA programs e.g. academic and behavioural
- Learning support teams
- Providing programs that develop self-discipline, self-evaluation, communication and conflict resolution skills, e.g. buddies program and restorative justice processes.
- Liaison with community agencies to provide additional support.
- 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 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 will engage in relevant training and development. This will include one afternoon a week designated as training and development and being made aware of district and state training initiatives that are available.
- Staff, parent/caregivers within the school and visitors will model a consistent, caring and controlled behaviour whilst within the school.
- Structured playground games and school community and/or other support agency involvement.
- Teacher on duty follows school welfare/discipline policy and practices.
- Acknowledgement for appropriate playground behaviour through – stickers, rewards, peer acknowledgement, principal.

### STRATEGIES AND PRACTICES TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT

The school while being aware of privacy and child protection issues will recognize student achievement through
- Parent-teacher interviews.
- Use systems in the classroom which may include; praise, encouragement, stickers, charts and classroom awards.
- Publicise achievements via newsletters, local media etc.
- Offer Academic Competitions, sporting events and GATS courses.
- Maintain an Honour Board – School Captains, Dux, Citizenship
- Present Assembly Awards weekly.
- Provide reports to parents twice a year.
- End of year presentation, where children receive book prizes for academic achievement.
- 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 weekly newsletter or web page of student, staff and group achievement.
- Ongoing, regular contact with parents by letter, telephone or personal contact.
- 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.
- Effective implementation of the schools’ Merit Award System.