



# St Paul's Catholic Primary School Mount Lawley



## Student Management Policy

## RATIONALE

The behaviour management of students at St Paul's Primary School is grounded in a positive and pastorally caring approach, consistent with the Christ-centred values of the school, and closely aligned with our bullying policy. A fundamental assumption is that effective learning and development is best achieved in an environment where students are challenged to achieve to their maximum potential.

We believe that it is essential for the staff to work together with parents and carers to assist the development of self-discipline and responsible behaviour in the students while in the care of the staff at St Paul's Primary School.

Recognising the uniqueness and dignity of each person, St Paul's Primary School seeks to educate each child within a framework of Catholic values, empowering all to seek the truth and grow in knowledge, from darkness into the light of Christ.

## PRINCIPLES

- The school's *Student Management Policy* assists staff in meeting their *Duty of Care* towards students and compliments the *Bullying Policy* of the School.
- All staff members are responsible for implementing the *Student Management Policy*.
- All members of our school community - staff, students and parents, play a role in the behaviour management of students.
- All students and staff have the right to be treated courteously and with respect.
- All staff have the right to teach and all students have the right to learn in a safe school environment free from disruptive behaviour.
- All students and staff have a right to have their property respected and work in an attractive and graffiti free environment.
- Social skills are explicitly taught in relevant curriculum areas.
- Students are given opportunities to reflect on their behaviour.
- Staff must ensure that students move quickly and safely around the school.

## Before and After School Student Management

- Students are not to play on playground equipment before or after school.
- No equipment is to be accessed before or after classes for use.
- Students are under parental care, unless they are in the designated pick up areas.

### **Before School**

1. Supervision is provided from 8:30am outside the office, where students are to be seated.
2. Students remain on the bench outside the office until 8.30am until they are collected by their classroom teachers and taken to their classrooms.
3. Bikes must be walked, not ridden, when arriving and leaving the school grounds. Bikes are stored in the bike rack in the undercroft near the toilets.

### **After School**

1. Students are dismissed by the teacher at 3.10pm and taken to the drive-through area.
2. All students waiting to be collected from the drive-through area must be seated outside Pre Primary.
3. Students waiting at the drive-through area need to watch for their parent/carer's arrival.
4. Students walking or riding home must exit via the lower Learoyd St gate.
5. Students in the care of their parent/carer on school grounds, must be standing with this adult.

## In Class Management

- Class teachers must develop a *Class Behaviour Management Policy* that is aligned with the school's Student Management Policy.
- Classroom charters or rules are negotiated between teachers and students at the commencement of the school year.
- The Classroom Charter must be displayed for all to see.
- Disruptive behaviour and irresponsible attitudes are unacceptable.
- Teachers must explicitly outline to students the consequences for their behaviour.
- Parents need to be kept informed and involved.
- The supervision of students, when consequences are given, is the responsibility of the teacher administering the consequence.
- At no time are children to be left unsupervised.
- Teachers must always accompany the students when moving as a class to other areas, e.g. music, PE, library, etc.

### **Classroom Teachers**

- The *Classroom Behaviour Management Policy* is outlined to parents at the Information Evening at the commencement of the school year.
- Students are required to abide by the classroom rules.
- Appropriate and inappropriate behaviours are to be recognised and addressed.
- *Classroom Student Management* policies should include the notification of members of the Leadership Team and parents/carers for ongoing or serious behavioural issues.

### **Specialist Teachers**

- Specialist teachers will explicitly outline their *Code of Conduct* with the students.
- Specialist teachers are responsible for the management of students under their care.

## **Playground Management**

- All staff must be familiar with school rules (Appendix 2) and student management procedures.
- Students must be made aware of the playground rules, which are publically displayed.
- Acceptable social skills are learnt by a regular school focus and classroom discussion.
- Acceptable playground behaviour is encouraged by positive reinforcement.
- Children must adhere to the playground rosters as to which year group can use areas on specified days.
- A strict 'no hat, no play' rule applies all year round irrespective of weather conditions. If a child is without a hat they will be asked to move to a covered area.

## **School Rewards for Appropriate Behaviour**

The following rewards may be given to students for appropriate behaviour:

- Public acknowledgement and praise of good deeds.
- Negotiated privileges, such as extra computer time or play time.
- Faction points to be added to the student's House Spirit Shield.

## **School Consequences for Inappropriate Behaviour**

Different consequences will apply depending on the severity of the misdemeanour and its frequency.

**Minor Situations:** i.e. Minor arguments, mildly rough play, littering, running on the stairs, verandahs or in the hall, etc.

**Serious / Dangerous Situations:** i.e. Physical or verbal aggression, bullying, open defiance, swearing, blatant disrespect, going out of school boundaries, acting with intent to hurt, irrational behaviour, throwing objects and vandalism.

## **Consequences for misbehaviour could be:**

- A verbal warning
- 'Walk and Talk' with the teacher on duty.
- Discussion about the issue with the other children involved until a solution is reached.
- A written reflection.
- Time on the bench outside the office (least preferable option)
- Parents informed of the behaviour through a phone call or meeting.
- Exclusion from a privilege, such as a future incursion or excursion
- 'In-school' or 'out of school' suspension, applied by the Principal.

## **When a student's behaviour impacts negatively on other students in the playground, the duty teacher must:**

1. Establish which students are involved in the incident.
2. Isolate the student/s immediately.
3. Commence an investigation into the incident, which may involve writing a recount.
4. Report the initial investigation (which may include the recount) to the class teacher.

## **The classroom teacher must:**

1. Follow up with the investigation and record information, if required.
2. Notify and discuss the incident with the Assistant Principal/Principal.
3. Inform the student of the consequence.
4. Inform parent/carer, if required.

5. Arrange a meeting with parent if warranted or requested by parent/carer. An Assistant Principal/Principal may be present at the meeting.

If a student is injured or property is damaged, the staff member involved should inform the Assistant Principal/Principal as soon as possible.

### **Suspension of Students:**

'In school' or 'out of school' suspension of students is a disciplinary measure which may only be invoked by the Assistant Principal/Principal.

### **Exclusion of Students:**

Exclusion means the withdrawal of a student's right to attend St Paul's Primary School, that is, the student's enrolment is terminated.

Exclusion is an extreme disciplinary step reserved for ongoing cases of gross misconduct, serious breaches of school rules, or behaviour that is persistently disruptive or contrary to the Mission Statement of St Paul's Primary School. The decision to exclude a student is the responsibility of the Principal and is a sanction to be applied only as a last resort, after all other measures have failed.

The procedures for exclusion will be applied in accordance with the Catholic Education Office Policy *Exclusion of Students for Disciplinary Reasons 2-D7 (Handbook for Catholic Schools)*

## **Student Behaviour Management relating to Excursions**

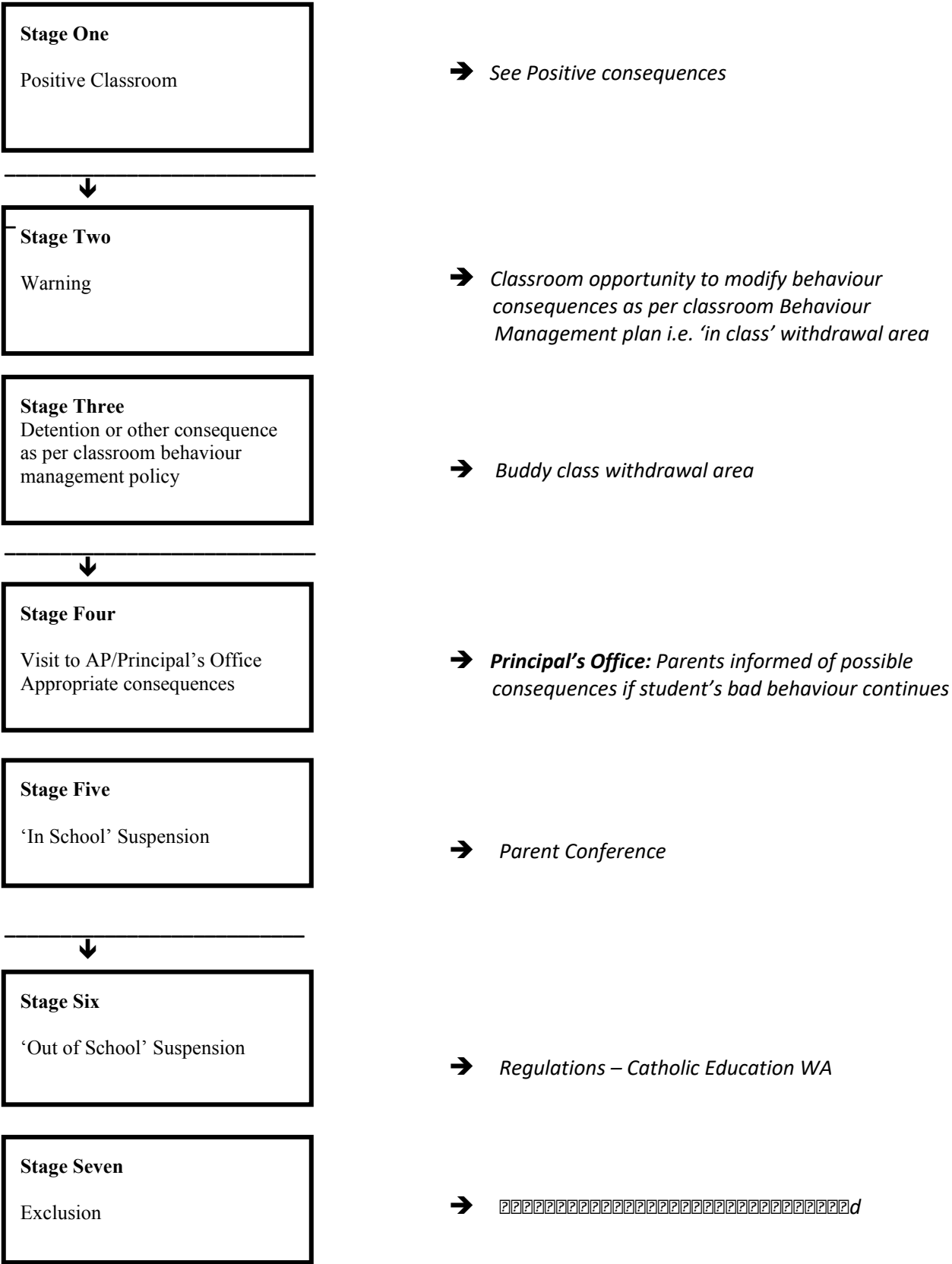
While on excursions, all students are expected to conduct themselves in an orderly manner. All school rules apply to students attending an excursion, along with the following expectations:

- Students must respect the property of others and the environment they are visiting.
- Students must wear the correct school uniform.
- Students are to show respect for those conducting courses, talks, tours, etc.

Consequences for unacceptable behaviour during an excursion may include:

- Notification of parents/carers upon return to school.
- Suspension of student.
- Exclusion from future excursions.
- Removal from a privilege.
- Student apology to person/persons concerned.

Appendix 1:  
**Behaviour Management Flowchart**



## **SCHOOL RULES**

### **1. Move About Our School in the Appropriate Manner**

- 1.1 Walk quietly when moving around the verandahs, halls, stairs, ramp, balconies, etc
- 1.2 Use the playground equipment appropriately
- 1.3 Remain within the school boundaries, unless given permission

### **2. Respect Yourself and Others**

- 2.1 Show courtesy and respect to everyone
- 2.2 Wear the correct uniform, including hat, with pride
- 2.3 Use acceptable language and gestures at all times
- 2.4 Follow teachers' instructions promptly

### **3. Care for our School Environment**

- 3.1 Take pride in the school grounds
- 3.2 Treat all property and equipment with respect

### **4. Play Safely**

- 4.1 Be aware of safety when playing with other children
- 4.2 Keep your hands and feet to yourself
- 4.3 Use equipment appropriately

## **SCHOOL RULES (continued...)**

- School rules will be regularly discussed and updated throughout the year.
- Classroom rules will be clearly displayed in each room.
- Class teachers are asked to discuss class rules with students at least once a term.

## **RIGHTS**

- All staff and students have the right to be treated courteously and with respect.
- All students have the right to learn without being disrupted by others.
- All students and staff have a right to have their property respected.
- All staff and students have the right to work in a safe and clean environment.

## **CONSEQUENCES**

'Time Out' is given to a child when their behaviour is found to be consistently inappropriate or severe. 'Time Out' could be defined as being sent to the Principal, Assistant Principal or a buddy classroom. Students, who bully, fight, tease, consistently disrupt or engage in dangerous behaviour during class or specialist teacher's lessons may be given 'Time Out' from their classroom or during break times.

Students who receive 'Time Out' will have their name and behaviour recorded. A standard form (attached) will be sent home to parents who need to sign and return it to school the next day. If a child misbehaves beyond reason, the parent of that child will be contacted by the Principal or Assistant Principal.

Teachers will implement consequences for minor misdemeanours, in the classroom and during school activities both on and off school premises by referring to the discipline protocol.

## **REWARDS**

Exemplary behaviour will be recognised in a variety of special ways e.g. awards, notes to parents, special privileges, verbal praise.

## **BEFORE SCHOOL**

No play is permitted before school. One teacher is on duty to greet and direct students to class.

## **KINDY/PRE PRIMARY PLAY AREA**

Only Pre Kindergarten, Kindergarten and Pre Primary may play in this area during the school day.

## **BALCONY AND UPSTAIRS HALLWAY**

- Walk at all times.
- Any sports equipment in these areas must be carried.
- Children are not to be in this area at break time unless supervised by a teacher.



## **PARK AREA**

- Children must not go onto the park during lunch until they have been dismissed from their eating area.
- No food should be eaten on the park.
- Shoes must be worn at all times.
- Children are to stay out of all garden areas.
- If a piece of sports equipment goes out of the school grounds, the children should notify the teacher on duty to retrieve it.
- A strict 'no hat, no play' rule applies all year round irrespective of weather conditions. If a child is without a hat they will be asked to move to a covered area.
- The park is not to be used before school.

## **COURT AREA**

- Shoes must be worn at all times
- If a piece of sports equipment goes out of the school area, the children should notify the teacher on duty to retrieve it.
- A strict 'no hat, no play' rule applies all year round irrespective of weather conditions. If a child is without a hat they will be asked to move to a covered area.

## **ADVENTURE PLAYGROUND**

- Shoes must be worn at all times.
- Children must adhere to the roster at the time as to what year group can use the area on specified days.
- No food should be eaten in the adventure playground at any time.
- Children should use the equipment in the manner it has been designed to be used.
- Not to be used before school or after school.

## **BIKES**

- Bikes must be walked, not ridden, when arriving and leaving the school grounds.
- Bikes are stored in the undercroft near the toilets.

## **HATS**

**School hats** must be worn at all times when not in an undercover area.



# 'Time Out' Form

## PASTORAL SUPPORT

Date \_\_\_\_\_

Dear Parents/Guardians

At St Paul's we believe in the importance of showing respect for the rights of others to play, learn and teach in a safe and happy environment.

We appreciate that we are working with children who are developing their social skills. However, there are times when children need to be reminded to act in an appropriate manner, just as they do when they are at home.

Speaking with a child does not always solve the problem and 'time out' is given for a child to reflect on their behaviour. During 'time out' students are given schoolwork to complete and they may also discuss the problem with an adult. On this occasion your child had the following experience in 'time out':

- In the classroom
- In another classroom
- On the bench outside the office (given during recess or lunch)

This note is to inform you of an incident that occurred at school today.

**Student's Name** \_\_\_\_\_ **Year** \_\_\_\_\_

**Details of Incident:**

Please discuss this incident with your child. If you wish to discuss this matter further please feel welcome to make an appointment with me by phoning the school secretary.

Teacher \_\_\_\_\_ Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return to school to be filed**