



Strathfieldsaye Primary School

BEHAVIOUR AND WELLBEING CODE OF CONDUCT

*'Making our school a safe, caring and
happy place to learn'*



Information for
Parents/Guardians
and Students
2016/17

Dear families,

A school is like a club, a team or a big family. We have rules so that everybody can be safe, happy, and enjoy living together.

The rules and consequences in this book have been established cooperatively by students, teachers and parents/guardians of the school. There is also agreement on what rights and responsibilities are important for all members of the school community. All individual classes have developed their own set of rules and consequences in line with this agreement.

Our Behaviour & Wellbeing Code of Conduct aims to develop cooperation, responsibility and a friendly caring environment. When we have problems, we talk about making 'better choices' and 'working it out' rather than simply punishing.

We use our Wellbeing and You Can Do It (YCDI) programs to explicitly teach students important social skills :

- Organisation
- Confidence
- Persistence
- Getting Along
- Resilience

as well as "Tribes", a process that focuses on :

- ⇒ Mutual respect
- ⇒ Attentive listening
- ⇒ Right to Pass/Participate
- ⇒ Appreciations/No 'put downs'
- ⇒ Building inclusion
- ⇒ Valuing reflection

To help students consolidate these wellbeing skills, we have also implemented the 'Bounce Back' program which seeks to help students build resilience.

We would ask all parents/guardians to read and discuss this book with your child, and to feel free to talk to the teachers and Principal about this Code of Conduct.

Mrs Cindi Bruchert
PRINCIPAL

OUR RIGHTS

Everyone has rights and responsibilities. Your classmates, teachers and you have the same rights and responsibilities. A right is something which belongs to each person and cannot be taken away by anyone.

Here are your important rights:

1. We all have the right to be safe at school

This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.

2. We have the right to be an individual at school

This means that you should be treated fairly whether you are tall, short, a boy or girl, or whether it takes you a little longer to get the answer.

3. We all have the right to be respected and treated with kindness

Treat others as you would like to be treated yourself. This means that others should not laugh at you, make fun of you, or hurt your feelings.

4. We all have the right to express ourselves

This means you may talk freely about your ideas and feelings when appropriate.

5. We all have the right to tell our side of the story

This means you may politely tell your side of the story when discussing the breaking of a rule, or an event involving you has occurred.

YOUR RESPONSIBILITIES

There are some things you should do without being told. Some of these things you do for yourself, and some of them you do for others.

Here are some of your important responsibilities.

1. You have a responsibility to come to school and be ready to learn

This means that you should be at school each day, on time, unless you are sick or have a specific reason to be absent. You must bring a note to explain your absence.

2. You have a responsibility to obey school rules

This means observing all school rules for the classroom, computer, netbooks, mobile phones, playground, excursions and bus.

3. You have a responsibility to take care of property

This means you take care of school property and the property of others and use it in a safe manner, whilst respecting the property and safety of others.

4. You have a responsibility to make school a good place to be

This means being thoughtful, cooperative, courteous and respectful to others.

5. You have a responsibility to complete class assignments

This means that you do your best with your class work and homework, being sure to hand work in on time.

6. You have a responsibility to allow others to work without being distracted

This means that you quietly make good use of your time without disturbing others.

7. You have a responsibility to practise good personal cleanliness

This means you come to school clean and practise good health habits at school.

8. You have a responsibility to practise healthy habits and be thoughtful of others

You have the responsibility to think of others and to stay home when you are sick so that you don't infect others. It also includes being aware of students with Food Allergies and what is provided in your lunch box.

9. You have a responsibility to take notices, newsletters and messages home

This means that it is important for you to take all school messages home to your parents/guardians. Equally important is the responsibility you have to return messages/notes from your parents/guardians to school.

BE HAPPY – BE SAFE **SAFETY RULES**

1. We only climb on climbing equipment and use this appropriately
2. We play our running games away from buildings and not on walkways
3. We play safe games at school
4. We only bring safe things to school
5. Only balls are to be thrown in the school ground
6. We play our ball games in the appropriate areas
7. The oval is where students play football, cricket etc. We stay away from the oval when it is being mown or when it is wet
8. Bicycles are wheeled, skateboards, scooters and rip sticks are to be carried in the school ground
9. Earrings worn are to be studs or sleepers—it is unsafe to wear anklets, necklaces or bracelets at school
- 10. Students are not permitted to use the playground equipment before or after school unless supervised by a parent/guardian.**
11. Foundation and Grade 1 are allowed on the Junior play equipment at the front of the school
Grades 2, 3 & 4 are allowed on the middle equipment at the front of the school
Grades 5 and 6 play on the Spacenet
12. Students should notify teachers immediately of damaged equipment or unsafe areas in the school



BE CARING – BE SENSIBLE
GENERAL RULES

1. We show courtesy and respect to others and their property at all times
2. We respect and care for our school property and environment
3. We avoid excessive noise outside classrooms—the covered way is for quiet activities
4. There must be a teacher present whenever students are in the classroom
5. Students arriving at school after **9.10am** need to be accompanied by a parent/guardian to the office to be recorded in Compass. A Late Arrival 'button' will need to be taken to their classroom
6. Students must remain at school at all times, unless they are given permission by parents/guardians and/or teachers to leave the school ground
7. When students are collected during school hours, an 'early departure' must be recorded by office staff on Compass. Parents/guardians are to take an Early Departure 'button' to the student's class teacher
8. The office or class teacher must be notified in writing if someone other than parents/guardians are to collect students during school hours
9. Equipment can only be taken from rooms with the teacher's permission
10. Chewing gum is not permitted at school
11. All clothing and personal belongings should be clearly named and are the responsibility of the owner
12. Make-up and nail polish is not permitted for school, unless part of an approved production or performance
13. All expensive toys and games should be left at home
14. Mobile Phone Policy—as a general rule students are NOT permitted to have or use mobile phones at school, or on school camps or excursions (See Information Book page 9)
15. Students are required to wear the compulsory approved school hat in Terms 1 and 4
16. Students with severe allergies (Anaphylaxis/Diabetes/Epilepsy) are required to wear their specially identified school hats in the school grounds all year

EXCURSION RULES

- ⇒ All general school rules apply on excursions
- ⇒ We must return permission slips to school by the due date
- ⇒ We obey all instructions from teachers, group leaders and excursion venues
- ⇒ We stay with our group at all times
- ⇒ We line up quietly and safely
- ⇒ We remain in our seats whilst we are on the bus and practice safe behaviour
- ⇒ We talk and behave quietly whilst we are on the bus and the excursion
- ⇒ We must behave in a way that makes our school, parents/guardians and others proud of us and proud of ourselves, respecting supervising adults

SCHOOL BUS RULES

Students who travel on the school bus must be registered and listed on the weekly bus roll. **Office staff must be notified of any changes to days of travel or of student absences.**

Students should wait in the designated bus area for the teacher on duty.

All students using the school bus do so on the understanding that they will behave themselves at all times whilst on the bus.

Below are specific guidelines for student's behaviour. Any serious or repeated misbehaviour will result in :

1. Notification of parents/guardians
2. Possible suspension from the bus

Could all parents/guardians please discuss these rules thoroughly with their child/ren, as inappropriate behaviour can endanger the safety of all travellers and will not be tolerated.

BUS TRAVELLERS CODE OF BEHAVIOUR

- Remain seated at all times whilst on the bus – no standing or changing seats whilst the bus is moving
- Speak quietly to other students – no yelling or swearing
- Do not throw any objects in, or from the bus
- No pushing, hitting or any form of threatening behaviour
- Do not touch anyone else's property without their permission
- At all times, avoid disturbing or distracting the bus driver. Everyone's safety depends on all bus travellers assisting the driver
- When getting off the bus, do so carefully. Wait until the bus has moved clear, allowing you to see any traffic before crossing the road
- Seat belts must be used if fitted to the bus
- Wait sensibly and well away from the road at the bus stop until the bus arrives

URBAN BUS SERVICE. Whilst not a school controlled service, all students are expected to comply with the rules and represent the school in a positive way. Students using this service should remain at school to board the bus at the front of the school.



STUDENT MANAGEMENT

CONSEQUENCES OF NOT WORKING WITHIN THE RULES. School rules are regularly discussed in classroom programs and at assembly to reinforce the purpose of ensuring everyone's safety at school.

Developing personal responsibility for appropriate behaviour is stressed at all times. Unfortunately, there are times when students do not comply with our agreed expectations. Students not following the rules will be spoken to by the class or duty teacher and the established consequences will be followed.

YELLOW & RED CARDS. Students may be given a *yellow card* if their behaviour disrupts the learning of others. They will be exited to another classroom to reflect on their behaviour under the supervision of another teacher. They will complete a reflection form whilst there. A copy will go home to inform parents/guardians and a copy kept in the student's file. Students whose behaviour escalates, who refuse to comply with a yellow card or who leave without permission will be issued a *red card*. This requires assistance from other staff to supervise the student. Parents/guardians will be contacted and the student may be sent home.

TIME-IN ROOM. A supervised time-in room operates each lunch time.

A fifteen minute time-in is given to students as a consequence of breaking school rules in the playground.

During this time, students are encouraged to reflect on their actions and to consider alternative ways of managing situations.



Serious or repeated incidents :

1. Any time a student is placed into time-in for a more serious incident, a notice is sent home that day and a copy is provided to the classroom teacher. Parents/guardians are required to return a slip to school the next day acknowledging their follow-up of the misbehavior. During time-in students discuss what happened, who was affected and how and what they can do to make things right
2. After three sessions in the time-in room in one term, a letter is sent home to parents/guardians notifying them of the issues involved and alerting them to a possible detention for a fourth time-in
3. After four sessions in the time-in room in one term, the student is required to attend after school detention for 30 minutes. This time is negotiated between the Principal and the parents/guardians

SERIOUS OR DANGEROUS BEHAVIOUR. If a student engages in behaviour that causes danger to themselves or others, immediate isolation from the classroom or playground will occur. Parents/guardians will be contacted and appropriate follow-up organised. The Principal or delegate has the responsibility to determine the appropriate consequences on a case by case basis.

STUDENT SUPPORT SERVICES. Serious behavioural issues may require the support of outside agencies. The decision to seek assistance would result from a parent/guardian/teacher or Principal discussion.

SUSPENSION. Special procedures are adopted in this situation. These are determined under Department of Education & Training (DET) guidelines. In all cases, our intention is to have the student return to normal activities as soon as possible and be given the opportunity to demonstrate correct behaviour.

CORPORAL PUNISHMENT. Corporal punishment is prohibited in all Victorian schools and **MUST NOT** be used at the school under any circumstances.



**Strathfieldsaye
Primary School**



*For further information, clarification or enquiries,
please contact*

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