Picton Public School

Student Welfare Policy
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The Student Welfare and Discipline Policy at Picton Public School has a whole school focus relying on positive proactive strategies to help prevent discipline problems, as well as using clear procedures to deal with misbehaviours which may occur in the classroom and playground.

The underlying aim of the policy is to ensure the creation of a safe and positive environment to develop in students a capacity to undertake responsibility for their own actions. The policy clearly articulates an agreed set of rules based on the democratic values of respect, equality and the concern for the welfare, rights and dignity of all members of the school community. It will outline procedures for upholding the rules, and for applying consequences for infringements of the rules as well as outlining the roles, rights and responsibilities of all school community members.

Picton Public School, with all other public schools in NSW exists to provide a quality education for all students. The public school system has three overriding priorities:

1. Raising educational standards and levels of educational achievement.
2. The provision of quality education for all.
3. The care and safety of students in its charge.

To ensure that Picton Public School achieves these priorities it is essential for parents and teachers to work as “partners in education” to provide children with a productive and harmonious environment.

We believe that:

- Students must accept responsibility for their own actions.
- Teachers are responsible for educational programs and the care of students whilst at school.
- Parents, as partners in education share the responsibility for assisting children in developing sound attitudes about acceptable behaviour. They are responsible for ensuring that their child/children regularly attend school and assist in developing positive attitudes towards staff and school.

The best possible education occurs for children when:

- The school is a happy and safe environment.
- Parents and teachers have high, realistic expectations for children.
- Quality educational programs that the needs of students are in place met.
- The school environment is free from disruption due to student misbehaviour.
- Each member of the school community is treated fairly and with dignity.
- Parents and teachers work as partners in the educative process.
1. **School Discipline Code**

**Rights & Responsibilities of Students**
As a student of Picton Public School you are expected to:

- Do what you are told when you are told.
- Do not disrupt the teaching and learning of others.
- Good manners to all people at all times.
- No bullying, violence or threats of violence.

**Be caring to others**
- Help children when they are hurt.
- Keep your hands to yourself.
- Respect others feelings – don’t tease, harass, bully or intimidate.
- Don’t fight.
- No rough games to be played.
- Everyone should be treated fairly by all members of the school and not be discriminated against.

**Be safe at all times**
- No throwing sticks and stones.
- Stay in bounds where teachers can see you.
- Walk on the asphalt.
- Don’t talk to strangers and keep away from fences.
- Keep out of buildings unless with a teacher.
- Nothing should be brought to school that could be used as a weapon.
- All medication to be kept in office (Ventolin puffers and epipens excepted).

**Take pride in ourselves and our school**
- Wear our correct school uniform at all times.
- Always wear a school hat.
- Be clean and tidy.
- Represent our school with pride and act responsibly.

**Be polite at all times**
- No swearing or spitting.
- Be courteous and don’t backchat teachers or visitors.
- Listen carefully when others are speaking.
- Treat teachers with respect and obey requests made by all staff members.

**Care for our school environment and equipment**
- Keep our school clean and tidy.
- Use the equipment carefully and always ask permission from a teacher.
- Handballs only before school.
- Lunchtime and afternoon tea games that use big balls are only to be played in the areas designated.
- Keep our trees and gardens growing safely.
- No playing or loitering around toilets.
**Travel safely**
- Behave in a manner that brings credit to self and school.
- Be considerate of others.
- Proceed directly to and from school.
- Follow the rules of the road.
- Follow bike safety rules.
- Helmets must be worn if travelling by bike.

If travelling by bus:
- Remain seated while travelling by bus.
- Get on and off the bus with safety.
- Wait for the bus to leave before crossing the road.
- Follow the bus driver's instructions.
- Do not travel by bus if you cannot behave on the bus.

The key elements of our rules for each individual are: safety, respect, caring and responsibility.

Each class will devise their own rules at the beginning of the year, which centre around these key concepts.

All students at Picton Public School have rights, which teachers, parents and other students must respect. All students have responsibilities, which they must accept so that the rights of others are assured. The aim of Picton Public School is that no student will become a victim of violence, discrimination, harassment, bullying or intimidation. Bullying is repeated incidents involving one or more students. It may be: verbal, physical, social or psychological. Refer Anti Bullying Plan.
2. Responsibilities – Students

Caring
- I have a responsibility to care for and help other children at my school.
- I have a responsibility not to hurt others by fighting or playing rough games.
- I have a responsibility not to tease, laugh at, bully or hurt the feelings of others.
- I have a responsibility to treat all members of my school with respect and tolerance of difference.
- I have a responsibility to tell the truth and to respect the property of others and of the school.

Safety
- I have a responsibility to remain in bounds and within sight of a teacher at all times.
- I have a responsibility not to endanger anyone by throwing objects.
- I have a responsibility to walk on the asphalt and run on the grass if safe.
- I have a responsibility not to bring to school any object that could be used as a weapon.
- I have a responsibility not to bring to school any illegal drugs, alcohol or tobacco and to keep medication in the office.

Pride
- I have a responsibility to wear my uniform properly and be neat and clean.
- I have a responsibility to always act courteously when representing my school.

Respect
- I have a responsibility to show courtesy to all school members.
- I have a responsibility to treat teachers with respect and follow requests made by staff.

Environment
- I have a responsibility to keep my school clean and tidy and to look after our gardens and trees.

Learning
- I have a responsibility not to disrupt the classroom environment.
- I have a responsibility to try as hard as I can and to learn to the best of my ability.
- I have a responsibility to listen when others are speaking.
- I have a responsibility to attend school regularly and attend all school activities.
3. **Responsibilities – Teachers**

**Learning**
- Ensure classroom practices focus on the development of positive and effective relationships.
- Hold high/realistic expectations reflecting knowledge of the individual in and out of the classroom.
- Provide opportunity for learners to reflect on their own learning, assess their progress and identify future learning goals.
- Be an active listener.
- Provide opportunities for the development of self discipline, self evaluation, communication and conflict resolution skills.
- Promote students achievements.

**Respect**
- Be sensitive to the individual needs of all students.
- Recognise individual differences.
- Seek to develop trust.
- Respond professionally.
- Respect confidentiality.
- Seek to maintain children’s self esteem.
- Speak respectfully to children, parents and staff.

**The Peaceful Resolution of Conflict**
- Respond professionally when dealing with all students.
- Provide children with conflict resolution skills and decision making skills.
- Explore with students alternative behavioural choices.
- Negotiate with students a satisfactory outcome for resolution of the problem.

**Safety at School**
- Provide quality teaching and learning programs in safety use and equipment.
- Reinforce safe games and play areas.
- Role model appropriate behaviour.
- Share responsibility for the supervision of all students.
- Provide students with an appropriate list of rules.

**Travel Safety**
- Discuss, reinforce and where possible model travel safety rules.
- Be particularly aware of pedestrians while entering and leaving the school and its surrounding areas.
- Observe parking signs within the immediate area.
- Provide learning experiences that reinforce travel safety and behaviour.
4. Responsibilities – Parents

Learning
- Support the learning programs of the school.
- Encourage your child to strive for their personal best.
- Accept shared responsibility in the learning process.
- Be active listeners.

Respect
- Support the school ethos.
- Value the individuality of the child.
- Respect confidentiality.
- Recognise the right of all children at school to be safe and not threatened by other parents.

The Peaceful Resolution of Conflict
- Maintain open lines of communication between home and school by discussing issues and concerns with your child’s class teacher at a mutually convenient time.
- Seek to negotiate positive and effective solutions to problems.
- Share responsibility for the management of your child’s behaviour.

Safety at School
- Accept responsibility for children’s knowledge and enactment of safety rules and behaviour.
- Model travel safety and sun sense rules.
- Children should not arrive prior to 8.50am or remain on site after school finishes i.e. 3.25pm or when their bus departs.

Travel Safety
- Model travel safety rules.
- Be particularly aware of pedestrians while entering and leaving the school and its surrounding areas.
- Observe parking and crossing signs within the immediate area of the school.
- Accept responsibility for your child’s knowledge of travel safety rules and behaviour.
5. **Rights – Students/ Teachers/ Parents**

**Caring**
- I have a right to expect others to help me.
- I have a right to expect not to be hurt.
- I have a right not to be teased or bullied or have my feelings hurt.
- I have a right to feel respected and valued by all members of my school and be treated fairly.
- I have the right to expect that I will be told the truth and my property respected.

**Safety**
- I have the right to be able to play/work safely.
- I have a right to expect that no harmful objects will be thrown at or near me in a harmful way.
- I have a right to expect that I will be safe at school.
- I have the right to expect that I will not be threatened or hurt by any weapon.
- I have the right to expect that my school will be a drug free environment.

**Respect**
- I have a right to be spoken to courteously.
- I have a right to be listened to and to explain my actions/behaviour.

**Environment**
- I have a right to have a pleasant, clean, well maintained school.

**Learning**
- I have a right not to be distracted by others while working.
- I have a right to expect that my learning experiences will be appropriate to extend my learning.
- I have a right to expect that school will be an educationally rewarding and happy experience.

**Pride: Students only**
- I have a right to wear a functional and easily maintained uniform.
- I have a right to be encouraged to represent my school in different activities.
6. **Uniform Policy**

The desirability of pupils wearing school uniform has long been recognised by parents, teachers and students at Picton Public School.

**We believe that wearing of uniforms:**
- Gives students the feeling of being apart of and belonging in this school.
- Assists in the maintenance of school tone and good conduct.
- Reduces to a minimum the economic distinctions between students.
- Promotes a positive view of our school in the community.

While it is not intended that any child be placed in a position of embarrassment because he/she is unable to wear a school uniform, it is anticipated that parents will ensure that children will always be attired in correct school uniform, this includes the school hat. A clothing pool to provide uniforms economically will be maintained. School uniforms are available for purchase through the P & C run uniform shop.

Wearing the school uniform will be achieved usually through positive reinforcement measures. The two exceptions to this are:
- No hat, no play.
- Representation at inter school activities will require the appropriate school uniform to be worn.

7. **Excursions, Cultural Performances, Sport, School Activities**

Excursions, cultural performances, sport and school activities are all aspects of the school curriculum. All students must abide by the school rules whilst on excursions, camps, playing sport or representing the school. All students are expected to be well groomed when participating in school excursions or representing the school. Full school uniform, including a school hat, unless otherwise stated, must be worn on such occasions. Please note that failure to meet the required standards of behaviour may prevent future involvement in out of school activities. Instances of poor student behaviour whilst at school may result in a student being denied permission to participate in an out of school event.

8. **Attendance**

Parents should ensure their child/children arrive at school at the commencement of each school day, prior to the school bell at 9.20am but not before 8.50am. No direct supervision of the playground occurs prior to this time. Parents are reminded that prior to 8.50am students are the responsibility of their parents. Parents are required to notify the school whenever their child is absent for any reason. Frequent absences without reasonable excuses are to be reported to the Principal. No child is to leave the school grounds without the approval of the Principal. Students arriving late or leaving early need to collect an attendance slip from the office.
9. **Homework Policy**

**Purpose**
The main purpose of homework is to provide an opportunity for students to revise and consolidate work given at school. Homework also serves to engender study habits that will assist your child further develop as a responsible learner.

**General**
- Homework should be completed by students although parents may assist by explaining any difficulty if the occasion arises. Parents should review student’s work and encourage quality in both content and presentation.
- The completion and submission of homework is the responsibility of the student and parents are encouraged to support the learner in the acceptance of this responsibility.
- If the student encounters difficulty with the homework tasks parents should encourage the student to discuss the difficulty with the class teacher. Parents should also consult the teacher regarding any ongoing concerns that they might have.
- An important part of the completion of homework is the management of the task against the time the student has available given personal and family commitments. Parents should assist the student in planning and accommodating time for homework throughout the week.
- It is the responsibility of teachers to provide homework that matches the general ability of the class. Students need to pursue leisure and recreational activities and the amount of homework set by a teacher should allow the student opportunity to achieve an appropriate balance between study and free time activities.
- As a general rule students should be encouraged to read either independently or with a parent each night.
- The amount and type of homework will vary from stage to stage.
- Homework may be set for completion over a period of time.
- No homework will be given to students over a holiday period.
- Homework that is set will be marked when handed in on time unless extenuating circumstances exist.
- Parents will be notified if their child consistently fails to submit set homework.
10. **Recognition of Student Effort**

Recognition of student effort for academic and behavioural reasons as well as the value implicit within the effort itself is important because it reinforces acceptable behaviour and rewards those who present their best in all aspects of school life. Stickers, classroom awards and assembly awards will be used K-6. Students will receive stickers and stamps at a rate determined appropriate by the class teacher.

**Positive reinforcers include:**
- Stamps and stickers
- Ongoing feedback to the student
- Class awards
- Merit awards
- Visits to Principal and Team Leaders for special recognition of achievements
- Recognition at assemblies
- Recognition through newsletters
- Presentation Day awards
- Election by peers to positions of school leadership and responsibility

Picton uses the following formal practices to recognise student behaviour and effort. Parents are reminded to regularly praise their child when they earn one of the above. Picton Public School conducts a merit scheme to recognise the many positive achievements that take place in our school each day. We wish to show that we know and appreciate the contribution that students make in all aspects of their school life.

**Students earn points in the following way:**
- By receiving a white certificate at the weekly assembly = 5 points (each class teacher hands out 3 per week) 2 for learning and 1 for behaviour.
- By receiving a Principals Award at the school’s combined assembly (1 per class) = 10 points.
- By receiving a positive playground award at the end of term = 2 points. Every student who does not receive a blue card for inappropriate behaviour receives this award.
- By being Artist of the Week or receiving a Writing Box Award (1 point).

These points are recorded on a class list held by the class teacher. Once a student has gained 25 points a note is sent to the point coordinator. At the next Department assembly the student is presented with a Certificate of Excellence. When the students have received four of these, a small personal trophy is presented at the next K-6 Assembly. A large Certificate of Excellence is presented after having received six of the smaller ones. The process then continues with the student needing 8 Certificates of Excellence before the student receives a school badge with an attached ‘Achiever of Excellence’ bar. At the end of each semester all students who have received a trophy will be invited, with their parents, to attend a special morning tea, which is provided by staff.

The awards system is continuous i.e. it does not finish at the end of the school year. Students enrolling from other schools are not disadvantaged by the ongoing nature of the system as they receive a starting number of points.

**Presentation Day Awards**
Class Awards and School Awards for achievements in the Academic, Cultural and Sporting Fields are received in the form of certificates, book awards and trophies.
11. **Strategies for Dealing with Unacceptable Behaviour**

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.

The measures in this policy have been designed to:
- Change or reduce unacceptable behaviour.
- Assist students to full participation in the school’s education program.
- Develop within students an understanding of and respect of our school values.

The strategies outlined below have been designed to support:
- The school rules.
- The belief that, no student has the right to interfere with the learning of another student.

**Establishing Behaviour Guidelines**

- At the beginning of each term, the School Rules will be revisited.
- Playground rules will be discussed and consequences for breaking rules outlined.
- Each class will negotiate their own class rules.
- Teachers will discuss with their students their strategies for dealing with students who disobey class rules.
- The newsletter will be used to reinforce school rules and routines.
- Teachers will keep a record of inappropriate classroom behaviour with students, parents, team leaders and principals.

**Strategies for Dealing with Minor Behaviour Concerns in the Classroom**

Consequences may include one or more of the following:
- Rule reminder
- Loss of classroom privilege
- Time out within the classroom
- Restitution
- Record of behaviour commenced

Where minor behaviour concerns are persistent, in addition to the above, the following can occur:
- Team leader will be informed of students causing concern.
- Team leader to inform Principal.
- Parents will be notified.
- Teacher to establish a program of behaviour modification. Student, Teacher, Parent, Team Leader and Principal will be involved.
- Referral of student to support agencies eg. School counsellor, support teacher behaviour.
- Class detention may be applied at any stage.

**Dealing with Unacceptable Behaviour in the Playground**

- Teachers on Playground Duty will have the Playground Monitoring Cards with them.
- Students who display inappropriate behaviour have their name recorded on a Playground card.
- A designated Team Leader will monitor the cards on a daily basis, unless the incident is of such a nature that an immediate response is required eg. Fighting.
• A pattern of poor behaviour or a serious incident occurring in the playground will result in detention (blue card). Parents will be informed in writing of the inappropriate behaviour. Where it is evident that a pattern is developing, a letter indicating this will be forwarded to parents.

• The detention room will operate both at lunch and afternoon tea times. It will be supervised by a member of the school executive. Student will, in detention, discuss their behavioural choices and the consequences of them.

• Students may be sent directly from the playground to the detention room for infringement of the school rules. Here the matter will be investigated by the rostered executive.

• Students will not receive a positive playground award at the end of term if they have received two playground cards for poor behaviour.

• Students who receive three playground cards over a two week period will attend a week’s structured play.

**Severe Classroom or Playground Misbehaviour**

Incidences of severe misbehaviour include: violent, physical or verbal behaviour, destruction of property, disrespect to staff or leaving the school grounds. Where incidents such as these occur, parents will be informed immediately. Consequences for students will include one or more of the following:

• Detention.

• Suspension.

• Exclusion from all out of school activities including excursions, camps, representative sport or representing the school in any outside activity.

**Suspension, Exclusion and Expulsion from School**

The Principal will suspend any student who:

• Is in possession of a suspected illegal drug. Suspension will occur immediately if the substance is being represented by the student as an illegal drug. The government firmly believes that schools must be places which are absolutely free of illegal drugs.

• Is violent or threatens serious physical violence.

• Is in possession of a prohibited weapon (refer definition).

• Is persistently disobedient.

• Engages in criminal behaviour related to the school.

Principals may impose either: short suspensions of up to and including four school days or long suspensions of up to and including twenty school days. Students returning from suspension will spend the first week in structured play.

Prior to any decision being made to suspend a student a formal disciplinary interview will take place. The interview will record the key details, and will follow the principles of procedural justice ie. the right to be heard and the right to a fair and impartial decision. Parents will initially be contacted by phone, with written confirmation, detailing the reasons and duration of the suspension either accompanying the student that day or following the next. A suspension resolution meeting will be held prior to the student being allowed to return to school. If no resolution is possible, a further suspension will be imposed and the matter referred to the School Education Director. These procedures apply to the behaviour of students while at school, coming to and from school and while away from school on an approved school activity eg sport, excursions.
The school and the public school system will work in partnership with parents in assisting student to rejoin the school community.

This will include provision of counselling and access to special behaviour programs.

As long as the behaviour is unacceptable, the student’s enrolment at Picton Public School will be in jeopardy.

In extreme circumstances the Principal may expel a student from the school or may make a submission to the Director General recommending the expulsion of a student from the government school system.

The Principal will ensure, except as a result of a most serious incident, that all appropriate student welfare strategies and discipline options have been implemented and documented prior to expelling a student from the school because of misbehaviour.

**Prohibited Weapons**
Students are prohibited from being in possession of a weapon or weapons. Police will be contacted immediately. Weapons can include but are not limited to the following. This list outlines the types of weapons banned from school premises:

- firearms of any kind or imitations of firearm
- ammunition
- knives
- hunting slings, catapults or slingshots
- studded gloves
- blow guns or similar devices for projecting a dart
- whips
- kung fu sticks
- batons
- spear guns
- anti personnel sprays capable of discharging irritants
- sharp instruments or needles

**Obscene or Violent Publications**
Students are prohibited from bringing obscene or violent publications onto the school premises. Students are also prohibited from accessing or downloading obscene or violent material from the internet or email. Student will agree to comply with the Internet Code of Conduct and will sign an agreement before being able to use the internet.
12. **Lodging a Suggestion, Complaint or Allegation**

A suggestion, complaint or allegation can be made orally or in writing.

If a complaint is being lodged prior attempts should have been made to resolve the issue. Prior to making a complaint the person should raise their concern with the relevant staff member at an appropriate time and place, and seek resolution.

Both parties need to be prepared to recognise that there is a problem. Both parties need to be prepared to be conciliatory. Resolution may require compromise on both sides. It is suggested that the parties:

- State the cause of their concern.
- Exchange facts and beliefs.
- Clarify events.
- Listen.
- Apologise for any behaviour that may have distressed the other party.
- Explain their point of view.
- Consider the other persons point of view.
- Recognise that this is an opportunity to change behaviour that is perceived as unsuitable, or is hurtful to another.

If this does not succeed or is not appropriate, then a complaint can be lodged. The nature of the complaint will determine the appropriate course of action to be followed. Refer Responding to Suggestions, Complaints and Allegations

www.det.nsw.edu.au/complaints/
Anti Bullying Plan for Picton Public School

This plan must be read in conjunction with the school’s Student Welfare Policy. The school’s ethos is one of care. All students, staff and parents have a role and responsibility to ensure that Picton P.S. is a happy and effective place in which to learn and grow.

To this end bullying behaviour is not acceptable at Picton Public School. Bullying behaviour is defined as intentional repeated behaviour causing hurt, distress or undue pressure. It can be:

- verbal eg: name calling, teasing, abuse, putdowns, sarcasm
- physical eg: hitting, punching, kicking, scratching, tripping
- social eg: ignoring, excluding, ostracising, alienating
- psychological eg: spreading rumours, dirty looks, inappropriate SMS and email messages

Students have a responsibility to follow the school rules. They can expect that their concerns will be listened to, and that they will be supported. All students will take part in learning experiences designed to address key understanding in relationships, safety, discrimination and bullying. Student experiences will be guided by the PDHPE syllabus.

All members of the school community have a responsibility to ensure that incidences of bullying are reported and more importantly once reported, acted upon.

The school will follow up complaints of bullying, harassment and intimidation.

Students must report incidences of bullying to:
- In the classroom, to their class teacher.
- In the playground, to the duty teacher and subsequently to their class teacher.

Teachers will report incidences of bullying to their team leader. These may then be referred on to the Principal.

Once referred to the Team Leader or Principal the full range of disciplinary measures may be utilised. This may range from discussion of clear expectations of subsequent behaviour, detention, counsellor intervention, behaviour modification program, parent interview, suspension or any combination of these.

Staff will continue to revise procedures, and to undertake professional learning activities that seek to identify, support and act positively to reduce incidences of bullying.

The school will review the Anti Bullying Plan through gathered data from various stakeholders. This data will inform future practices at Picton Public School.