

# PRAIRIEVALE PUBLIC SCHOOL

Cnr Mimosa & Prairie Vale Roads, Bossley Park 2176

“LEARNING TOGETHER”

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## STUDENT MANAGEMENT POLICY

### RATIONALE

*The New South Wales public education system seeks to provide quality education for all students, taking account of their age, background, ability and interests. Students are encouraged to become self directed, lifelong learners who can create a positive future for themselves and for the wider community.*

Student Welfare Policy – 1996

### STATEMENT OF PURPOSE

When parents enrol their children at public schools they enter into a partnership with the school staff to support ‘Good Discipline and Effective Learning’. This partnership is most effective when shared expectations of behaviour are established and each partner supports the decisions and responsibilities of the other. Each family will receive a copy of the student management policy upon enrolment, request or following review of the policy. Parents/carers are strongly encouraged to contact the school if they have any concerns regarding student management or welfare issues.

### OUTCOMES

*We will endeavour to provide a learning environment that:*

- ensures the wellbeing, safety and health of students, teachers and parents through partnership;
- maintains a strongly positive and encouraging focus on teaching and learning;
- is socially supportive and reflects principles of natural justice and anti-discrimination;
- encourages students to accept responsibility for their actions and take control of strategies to manage their own behaviour.

### IMPLEMENTATION

*Positive student behaviour will be supported by the implementation of:*

1. Code of Behaviour.
2. School Rules
3. Playground Rules
4. Practices to Promote Good Discipline and Effective Learning.
5. Practices to Recognise and Reinforce Student Achievement.
6. Practices to Manage Inappropriate Student Behaviour.

## **1. CODE OF BEHAVIOUR**

- Be Safe
- Be Respectful
- Be a Learner

## **2. SCHOOL RULES**

Students are expected to:

1. Show respect to self, others and school
2. Be safe and sensible
3. Follow instructions

# Prairievale PS

### **3. PLAYGROUND RULES**

#### ***Before 8.25am***

Students remain seated on the silver seats or steps in Area A.

#### ***Morning: 8.25am - 8.55am*** (Area A only)

No running. No balls or sports equipment. Bags placed on lines (not in classrooms).

Once students arrive at school, they are to remain in Area A. (Students should not be waiting at the front or back gates, near the office, in or near classrooms or in the park behind the school. They should go immediately to Area A ).

8.55am bell indicates students need to line up in Area A.

#### ***Wet/dangerous weather:***

All teachers and students to classrooms from 8.25am. Toilets/canteen supervision roster.

#### ***Lunch: 11.00am – 11.50am***

11.00am – 11.10am – lunch with their class, supervised by class teacher and support staff (if applicable). Students who have Community Language will be supervised in Community Language groups by their Community Language Teacher.

Students who have not finished eating will need to sit on the steps in Area A until they have finished eating their lunch.

Lunch 1<sup>st</sup> half: 11.10am-11.30am

Lunch 2<sup>nd</sup> half 11.30am-11.50am

*Canteen closes at 11.45am*

#### ***Recess: 1:35pm – 1:55 pm***

*Canteen closes at 1:50pm*

#### ***Playground Areas***

##### *Area A (K-6):*

Handball, & quiet games. No running, tackling, wrestling, branding, batting or kicking games.

##### *Area B (K-6):*

Handball, basketball. No, tackling, wrestling, branding, batting or kicking games. Hat needed. No food area,(including the hall verandah) water bottles only.

##### *Area C (K-6):*

Running and ball games. No tackling, wrestling, branding and batting games. Hat needed. No food area, water bottles only.

#### ***No Hat (Prairievale PS hats only)***

No hat - play under the COLA in Area A only.

#### ***Wet/Dangerous/Hot (38°C) weather:***

Students remain in classrooms. Follow wet weather roster. Library closed. Toilets/canteen supervision roster.

#### ***End of day: 2:55pm***

Students should not remain at school after 2:55pm unless involved in an approved school activity and have written permission from a parent/caregiver.

Students waiting with their parents should not be playing or running around in the playgrounds.

Students not collected by parents or travelling home unsupervised should report to the office where parents will be contacted. While every effort will be made to contact parents/carers, in the event a parent/carer is unable to be located it may be necessary to inform DoCS and/or Fairfield police.

### ***Out of Bounds Areas***

- **No Student is permitted in a classroom without direct teacher supervision. Classroom and wet area doors should be locked if the teacher is not in the room.** Students are not permitted to return to classrooms during lunch and recess (even to collect forgotten items such as hats, food or money)
- Red lines marked on the playground indicate 'No Go' areas. These include the ramp near the staffroom, past the covered walkway between Block B and C and the pathway near the Community Language rooms.
- **All car park areas**. If a ball goes onto the road or in the car park, a teacher may retrieve it once their duty is finished or it should be reported to the GA. Students must not enter the car park or leave school grounds to collect equipment. Parents should not be accessing car parks unless using the disabled parking facilities.
- All gardens. These are not walkways. If they are using a garden as a shortcut. Please send students back to walk around.
- Behind I Block.
- Behind Block O.
- Behind Block C and D on the grassed areas.
- Natural bushland areas (including along Mimosa Rd boundary).
- Administration building (unless there is an emergency or the child has an office pass)
- Student access to the office is via the front office door. The doorway from Area A and the side door are out of bounds.
- General Assistant's storeroom. Storeroom door should be closed before school, during lunch and recess
- Some areas are "walk through only areas". These areas can be accessed to reach a playground or the office but should not be played in. These include the front of the school to reach the office and the walkway near the Senior toilets.

### ***Duty of Care and Professional Expectations while Supervising Playgrounds***

1. Ensure playground area is clean by the end of rostered duty. Use the microphone to ask children to stop, listen and remove litter from playground regularly in Area A
2. Circulate around the playground and remain visible and vigilant.
3. Carry allocated playground bags and use Office Cards, Red Cards and Behaviour slips as required.
4. Manage student behaviour consistently according to school expectations.
5. Arrive on duty punctually and remain on duty until relieved. If a teachers duty area is closed, they should share supervision on another area.
6. Regularly monitor toilet areas.
7. Carry hot liquids only in spill proof containers.
8. If student behaviour is causing serious concern: notify executive staff and direct students away from the student.

***Hockey sticks/cricket bats/softball bats can only be used in the playground under direct teacher supervision.***

#### 4. PRACTICES TO PROMOTE GOOD DISCIPLINE & EFFECTIVE TEACHING

- Outcomes based teaching and learning programs.
- Access to school support programs: Learning Assistance, School Counsellor and English as a Second Language (ESL) and Community Language (CL).
- Programs to support social development, gifted & talented students & students with special learning needs.
- Buddy classes, Child Protection, Drug Education and Anti-Racism programs.
- Staff model appropriate behaviours and attitudes.
- Collaborative whole school decision making through Parents and Citizens Association (P&C), Student Representative Council (SRC) and surveys to review school policies.
- Student management policy based on negotiated and defined rules, support and sanctions.
- Staff and parent programs to assist in management of student behaviour/learning.
- School Development Days that provide training for staff, parents and community members.

#### 5. PRACTICES DESIGNED TO RECOGNISE & REINFORCE STUDENT ACHIEVEMENT

##### **Staff responsibilities**

- Model appropriate behaviour and maintain a class behaviour plan as part of their teaching program.
- Negotiate and display classroom rules that reflect PPS Student Management Policy.
- Display and make regular reference to the Prairievale Public School Code of Behaviour.
- Recognise, acknowledge and reinforce student behaviour through the use of positive reinforcement techniques including praise, reward and commendation certificates that form part of the School Merit Award Program .
- Maintain ongoing contact with parents/carers.

##### **Whole School Awards**

	What	How
Merit Awards	For behaviour, effort, improvement, attendance	Can be awarded at any time by any staff member at their discretion. Include 2 Assembly Awards each fortnight
Bronze Award	5 x Merit Awards	Presented at Friday Assemblies
Silver Award	3 x Bronze Awards	Presented at Friday Assemblies Name in the newsletter
Gold Award	3 x Silver	Awarded during Week 10 of each term. Parents are invited to attend. Any students receiving a Gold Award during a calendar year will attend the Gold Activity at the end of Term 4.

##### **Annual Academic and Sports Awards – Term 4, Week 9/10**

The following awards are presented to students in recognition of their achievements and efforts.

##### **Class Awards (Years 1-6)**

- Medallion – Outstanding Achievement
- Medallion - Citizenship
- Literacy Award – Certificate of Merit
- Numeracy Award – Certificate of Merit
- Most Improved Award – Certificate of Merit
- Consistent Effort Award – Certificate of Merit
- Literacy Support Award – Certificate of Merit

### **Sport Awards**

- Swimming – Jnr and Snr Champion (boy and girl) - *Trophy*
- Athletics – Jnr and Snr Champion (boy and girl) - *Trophy*
- Cross Country - Jnr and Snr Champion (boy and girl) - *Trophy*
- PSSA Competition Winners (Award from Zone PSSA ) - *Trophy*
- Best and Fairest Player from each Summer and Winter PSSA Team - *Medallion*
- Best and Fairest Player from Years K,1 and 2 - *Medallion*

### **Additional Awards**

- Dux
- Principal's Award for School Spirit
- Debating
- Public Speaking (Stage competition winners)
- Spelling Bee (Stage competition winners)
- Community Language Award – 1 medallion and 1 certificate per group per language
- Reading Recovery – 1 Award
- Library Monitors
- Outgoing Prefects

### **K-2 and 3-6 Assemblies**

- Held fortnightly on a rotational basis

### **Whole school Assemblies**

- Anzac Day, Remembrance Day, Education Week, SRC badge presentation, Gold Award Assembly, Harmony Day

Prairievale PS

## 6. PRACTICES TO MANAGE STUDENT BEHAVIOUR

### Staff will:

- Be consistent and fair with expectations and consequences, however also be aware that this may mean that different students are dealt with in different ways if necessary.
- Remain calm and listen to student's explanations. Ensure students are aware of the school rule in question. Encourage students to identify appropriate alternative behaviours. Ensure students are satisfied with resolution and outline appeal process;
- Contact parents to discuss student whose behaviour is causing concern if needed;
- Investigate students learning needs;
- discuss ongoing inappropriate behaviour with team leader and referral to Learning & Support Teacher. APs will decide on whether time out room is appropriate.
- Document behaviours of concern on Sentral Welfare – within classroom isolation, buddy class time out, parent contact, discussion with other staff, classroom detention (20 minutes at lunchtime only. **Not outside staffroom or outside buildings.** Staff need to demonstrate an awareness of child protection issues. (appropriate environments/ no isolation).
- Ensure students complete unfinished work at a time that is reasonable and suitable. Assigning additional work or repetitive tasks as punishment is inappropriate;
- Defuse potentially dangerous situations. Send a student with your EMERGENCY CARD to the office/staffroom. Remove all students and self from danger, consider restraint of student if appropriate. Staff should not expose themselves to risk of harm;
- Complete student referral forms and provide documentation to the Learning & Support Teacher to assist design & implementation of intervention programs.

### **Potential consequences**

<i>examples may include:</i>	Little Trouble	Big Trouble
Classroom	Warning Loss of dojo points Redirection of student Visual cues Sent to class next door	Exclusion (eg time out space) Sent to class next door Sent to Supervisor Behaviour recorded on Sentral Parents contacted
Playground	Warning Sit down on stairs, seats etc Walk with teacher Pick up rubbish Redirect to a different Area	Sent to Office with card Send other students to office with card for assistance Behaviour recorded on Clipboard Call office on mobile (if urgent) Parents contacted

### Assistant Principals will:

- Assess each referral and decide on the support program and/or sanctions to be implemented from the approved options.
- Investigate a range of strategies to assist students manage their own behaviour if appropriate.
- Ensure all proformas are available in the staffroom and playground emergency bags.

### **Potential Support Options**

- Teacher-Parent conference. An executive may be invited if necessary.
- Counselling by the Learning & Support Teacher, Assistant Principal and/or school counsellor.
- Informal monitoring of behaviour for a negotiated number of school days.
- A teacher mentor assigned to work with student on a regular basis.
- Peer support
- SLSO support

### ***Potential Consequences***

- A letter to parents detailing the behaviour concerns.
- Withdrawal from the playground for a period of time (Time out room)
- Restitution task - repair of damage done or a school service activity.
- Withdrawal from school functions (sporting events, excursions and social events) for a period of time.
- Daily behaviour report.
- Prevention from attending class lessons.
- Partial attendance program.
- Short Suspension - up to and including four (4) school days. Maximum of two (2) per student.
- Long suspension - up to and including twenty (20) school days.
- Recommendation by the Principal to the Director that the student be expelled from the Public Education system.

### ***The Principal will:***

- Evaluate student management policy and practices.
- Identify training and development opportunities for staff and parents.
- Provide students, parents and staff with access to procedures for the “*Resolution of Complaints*”.
- Intervene in situations where student(s) behaviour is of a criminal nature or where suspension is a possible sanction.
- Identify the school’s Anti Racism Contact Officer (ARCO) and Grievance Officer.

***Suspension and expulsion*** of students can occur at any time at the Principal’s discretion in line with DEC’s current policy and procedures for Suspension and Expulsion of School Students

***Suspension*** – Students demonstrating the following behaviour will be suspended from school

- Possession of a suspected illegal substance;
- Violence / Aggressive behaviour
- Possession of a weapon;
- Persistent disobedience, harassment, racist remarks; and or
- Criminal behaviour.

Parents will be contacted by telephone and in writing to inform them of the suspension of their son/daughter from Prairievale PS and of Appeal Procedures. A meeting between parents and the Principal will occur as soon as possible. Parents/Caregivers will be provided with a written statement of their child’s behaviour. A planned program of support and sanctions will be negotiated.

### ***While on suspension a student:***

- needs to complete any assigned school work;
- needs to be provided with adult supervision;
- is not permitted on school grounds; and
- is unable to enrol in another government school.
- is able to return to Prairievale PS from suspension conditional on an agreed program of counselling and demonstration of appropriate behaviour following a suspension re entry meeting.

***Expulsion*** – Following unsuccessful resolution to suspension program the Principal may recommend to the Director that the student be expelled from the School.



## *Appendix A*

### ***Examples of “Little Trouble” at Prairievale Public School***

- Name calling/teasing
- Not following class or school rules consistently
- Rude attitudes/language/ actions towards staff
- Ignoring staff requests or direction
- Being out of bounds
- No hat or food in Areas B,C or D
- Playing in the toilets
- Inappropriate dealings with peers eg bossiness, bad sportsmanship, quarrelling, pushing,
- Classroom disruptiveness including talking, walking around or annoying or excluding other students
- Tackle football
- Lying
- Careless regard for school or others’ property
- Littering

### ***Examples of “Big Trouble” at Prairievale Public School***

- Any consistent and ongoing “Little Trouble”
- Repeating “Little Trouble” after staff warnings
- Swearing at a staff member/ Disrespectful or disobedient language
- Stealing
- Fighting
- Any physical violence
- Serious Bullying /Cyber bullying or ongoing bullying
- Misuse of phones/ipads/technology including social media
- Posting any item/photo on social media without permission from an executive staff member
- Destroying/Vandalising/Deliberately breaking school or others’ property
- Persistent disobedience
- Deliberately running away causing concern
- Computer hacking
- Weapons
- Alcohol or drugs

Appendix B

<p><b>Playground Emergency Card</b> Executive Staff Member Needed Immediately in Area A</p>	<p><b>Playground Emergency Card</b> Executive Staff Member Needed Immediately in Area B</p>
<p><b>Playground Emergency Card</b> Executive Staff Member Needed Immediately in Area C</p>	<p><b>Playground Emergency Card</b> Executive Staff Member Needed Immediately in Area D</p>
<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in Block A</p>	<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in Block B</p>
<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in The Library</p>	<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in The Hall</p>
<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in Community Language Rooms</p>	<p><b>Classroom Emergency Card</b> Executive Staff Member Needed Immediately in The Computer Room</p>

Appendix C

**Student Playground Behaviour Incident**

(Please send with student to the Office)

Duty Area	Area A	Area B	Area C	Area D
Time	Before School	Lunch 1	Lunch 2	Recess

Students involved:

Name:	Class:	Name:	Class:

Description of incident:


Staff Member: \_\_\_\_\_ Date \_\_\_\_\_

**Student Classroom Behaviour Incident**

(Please send with student to the Office/Executive Member)

Students involved:

Name:	Class:	Name:	Class:

Description of incident:


Staff Member: \_\_\_\_\_ Date \_\_\_\_\_