MOUNT KEMBLA PUBLIC SCHOOL
STUDENT WELFARE and DISCIPLINE POLICY

Revised 2010

RATIONALE
Schools need to be safe and happy places for students and their teachers. Student welfare is enhanced when all members of the school community participate in the learning programs and life of the school. Schools help students to become self directed, life long learners who can create a positive future for themselves and for the wider community.

All students and staff at Mount Kembla Public School have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

SCHOOL RULES
The three school rules describe the responsibilities of students and teachers. These rules have been developed in line with The Department of Education’s Core School Rules (Appendix A).

The three school rules are:
• Be Safe
• Be Respectful
• Be a Learner

STRATEGIES TO PROMOTE GOOD DISCIPLINE AND EFFECTIVE LEARNING
Effective discipline will be enhanced in our school through the following programs:

• The provision of a balanced and interesting curriculum to meet the needs of all students.
• The provision of life skills through the PD/H/PE curriculum including Drug Education, Road Safety, Anti- Bullying and Child Protection Education.
• The provision of programs to promote leadership, communication and social skills including SRC and Buddy Programs.
• The provision of whole school welfare programs including Well Being and Friends for Life.
• The provision of effective support staff including the School Counsellor, the Learning Support Team and ARCO Officer.

PRACTICES TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENT
The acknowledgement of student efforts, attitudes and behaviours are fundamental to effective and positive discipline. This is achieved in the through:

• Frequent praise by staff
• Stickers and Stamps
• Positive written comments (Reports, on student work)
• Recognition and displays of student work in class and around the school (Noticeboard and Assemblies)
• Communication to parents through school newsletter and in person
• School Merit System (Appendix B)
• Term Reward System (Appendix C).

STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

Classroom
In the classroom the consequences for unacceptable behaviour is:

1. Warning
2. Time Out
3. Withdrawal to Buddy Class- The child will complete a Reflect, Regret, Respond Sheet (Appendix D) and placed on a Classroom Behaviour Monitoring Card (Appendix E)
4. Placement of student on Behaviour Level System (Appendix H)

Playground
In the playground the consequences for unacceptable behaviour is:

1. Placement of student in the Behaviour Book (Appendix G)
2. Placement of student on the Behaviour Level System
3. Playground Behaviour Monitoring Card (Appendix F)
4. Removal from the playground.

All instances of unacceptable behaviour will be recorded in the Behaviour Book following teacher investigation.

Extra Curricular Activities (E.g. PSSA Sport)

In the event of unacceptable student behaviour during Extra Curricular Activities the student will complete a Reflect, Regret, Respond Sheet, be placed on Level 1 and parents are to be contacted (Appendix L). A repeat of inappropriate behaviour will result in the student not participating the following week.

Note: Any serious instances may be dealt with separately if required.

All of the above mentioned reward systems, behaviour systems, forms, proforms and letters are listed in the Appendix.
List of Appendices

A: NSW DET Core Rules

B: School Merit Award System

C: Term Reward System

D: Reflect, regret, respond sheet

E: Classroom Behaviour Monitoring Card

F: Playground Behaviour Monitoring Card

G: Playground Behaviour Book Proforma

H: The Behaviour Level System

I: Behaviour Level Note

J: Sport Note

K: Behaviour Incident Form
All students in NSW are expected to:

- 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 and 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 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.
All students K-6 are involved in the School Merit System. Each week class teacher’s hand out merit awards that builds toward a Principals Award. The number of merits distributed is based on a ratio of 1 award for every 5 student in the class.

**APPENDIX B- School Merit Award System**

- **MERIT CARD**
- **SPECIAL AWARD** (5 MERIT CARDS)
- **ACHIEVEMENT AWARD** (5 SPECIAL AWARDS)
- **PRINCIPALS AWARD** (3 ACHIEVEMENT AWARDS)
APPENDIX C - Term Reward System

All students who remain on “Level 0” for the duration of the term are eligible for the end of term reward. The reward is designed to recognise the students who have behaved appropriately during the term. The reward may include activities such as a mufti day, tabloid morning, extra playtime, movie afternoon.

Students who are placed on the Behaviour Level System during the term are not eligible for the end of term reward. Students who are not eligible for the end of term reward will be supervised separately.

Ideas for the end of term reward include:

• Mufti Day
• Crazy Hair Day
• Tabloids
• Theme Day
• Board Game Bonanza
• Colour Day
• Extra Play
• Food Reward e.g. Ice Block
APPENDIX D- Reflect, Regret, Respond Sheet

Teacher Form

Behaviour Level Form

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

The student has had the school rules explained to them and they have completed a Reflect, Regret, Respond sheet. The details have been recorded in the Behaviour Book, the student’s behaviour will be monitored and parents contacted.

Teacher’s Signature: _________________________________ Date: _____________

Principal’s Signature: _________________________________ Date: _____________

Mount Kembla Public School Rules are:

Be Safe
Be Respectful
Be a Learner
Student Form

Reflect, Regret, Respond

Name: ______________________  Class: ________  Date: __________

Reflect on what occurred today to result in you having this sheet.

What do you regret about your actions?

How will you respond differently to make sure this doesn’t happen again?

Dear Parents/Caregivers,

This Reflect, Regret, Respond page is for the purpose of keeping you informed of incidences at school that involve your child. It also gives your child the opportunity to discuss the incidence, their actions and better choices with you as well as with teachers.

Please return this form, signed, the next day to ________________ (Investigating Teacher).

Student’s signature: ______________________  Date: ______

Parent’s signature: _______________________  Date: ______
APPENDIX E- Classroom Behaviour Monitoring Card

Name: ____________________________________________

Please Comment on my behaviour

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
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<table>
<thead>
<tr>
<th>Middle</th>
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</table>

<table>
<thead>
<tr>
<th>Afternoon</th>
</tr>
</thead>
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<td></td>
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</tbody>
</table>

Teacher’s Signature: ____________________________ Date: _____________

Parent’s Signature: ____________________________ Date: _____________
**APPENDIX F - Playground Behaviour Monitoring Card**

**Playground Behaviour Card**

Name: ________________________________________________

Please Comment on my behaviour

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teacher’s Signature: ___________________________ Date: ____________

Parent’s Signature: ___________________________ Date: ____________
## APPENDIX G - Playground Behaviour Book Proforma

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Incident</th>
<th>3Rs Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Week</td>
<td></td>
<td>Multiple offenders</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX H - The Behaviour Level System

All students begin each term on “Level 0” however when required students may be placed on The Behaviour Level System.

<table>
<thead>
<tr>
<th>Level</th>
<th>Reasons For Placement</th>
<th>Consequences</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>• All students begin the term on this level.</td>
<td>• If students stay on this level for the term they are eligible for the end of term reward.</td>
<td></td>
</tr>
<tr>
<td>Level 1</td>
<td>• Major classroom or playground incident.</td>
<td>• 1 lunch detention</td>
<td>Minimum 1 week.</td>
</tr>
<tr>
<td></td>
<td>• 3 minor playground incidents recorded in the playground book.</td>
<td>• Students complete Reflect, Regret, Respect sheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classroom/ Playground Behaviour Monitoring Card for a minimum of one week.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parents notified</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>• Major classroom or playground incident while on Level One.</td>
<td>• 2 days lunch detention</td>
<td>Minimum 1 week plus Level 1 (2 weeks Total)</td>
</tr>
<tr>
<td></td>
<td>• 3 minor incidents recorded in the playground book while on Level One.</td>
<td>• Students complete Reflect, Regret, Respect sheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classroom/ Playground Behaviour Monitoring Card for a minimum of one week.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Plus Level 1 consequences</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>• Major classroom or playground incident while on Level Two.</td>
<td>• 3 days lunch detention</td>
<td>Minimum 1 week plus Level 1 and Level 2 (3 weeks Total)</td>
</tr>
<tr>
<td></td>
<td>• Name recorded in the playground book while on Level Two.</td>
<td>• Unable to attend extra curricular activities</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Students complete Reflect, Regret, Respect sheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classroom/ Playground Behaviour Monitoring Card for a minimum of one week.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Plus Level 1 and Level 2 consequences</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>• Major classroom or playground incident (e.g. Violence) as determined by DET Policy</td>
<td>• Suspension</td>
<td>Decided upon as per DET policy plus Level 1, 2 and 3</td>
</tr>
</tbody>
</table>


Re: Placement on Discipline Level ____

Dear Mr and Mrs. ______________________

As discussed with you over the phone recent continued poor behaviour by ______________________ has meant that he/she has been placed on Discipline Level ________. The reasons for the school’s concerns are:

• ________________________________
• ________________________________

As a result the following loss of privileges will apply:

• ________________________________
• ________________________________

These privileges will be reinstated as soon as improved behaviour is consistently observed. If you would like to discuss this matter further please contact the school on 4271 2565.

Yours sincerely

R Redfern
Principal

I have discussed this matter with ______________________ and they understand a repeat of this behaviour will result in not be tolerated.

Signature: ___________________________ Date: ________________
Appendix J- Sport Note

Mount Kembla Public School
Cordeaux Road, Mount Kembla
Email: mtkembla-p.school@det.nsw.edu.au

Date: __________________

Dear Parent/Caregiver,

Unfortunately today your child, _________________________, displayed bad sportsmanship during sport. This has been discussed with your child and we are asking that you help us reinforce the message that such behaviour is not becoming. We are trying to build a culture of tolerance and respect for all others, including those who are not as sports minded or able as others.

Should this behaviour reoccur _____________ will be unable to participate in the following week’s sport activities. Please sign and return the slip below to the investigating teacher.

Thank you for your support in this matter.

Raelene Redfern
___________________
Principal
Mount Kembla PS

Investigating Teacher

I have discussed this matter with _________________________ and they understand a repeat of this behaviour will result in not being able to participate in sport the following week.

Signature: _________________________   Date: _______________
Dear ________________,

Your child ________________ has been placed in the Behaviour Incident Book today for
____________________________________________________________________________________________
________________________________________________________________________________________________
__________________________________________
______________________________________________________
________________________________________________________________________________________________

This is the ______ time they have been placed in the incident book. If this behaviour continues it will result in ______________________ being placed on the Behaviour Level System.

Signed: ________________________ (Investigating Teacher)