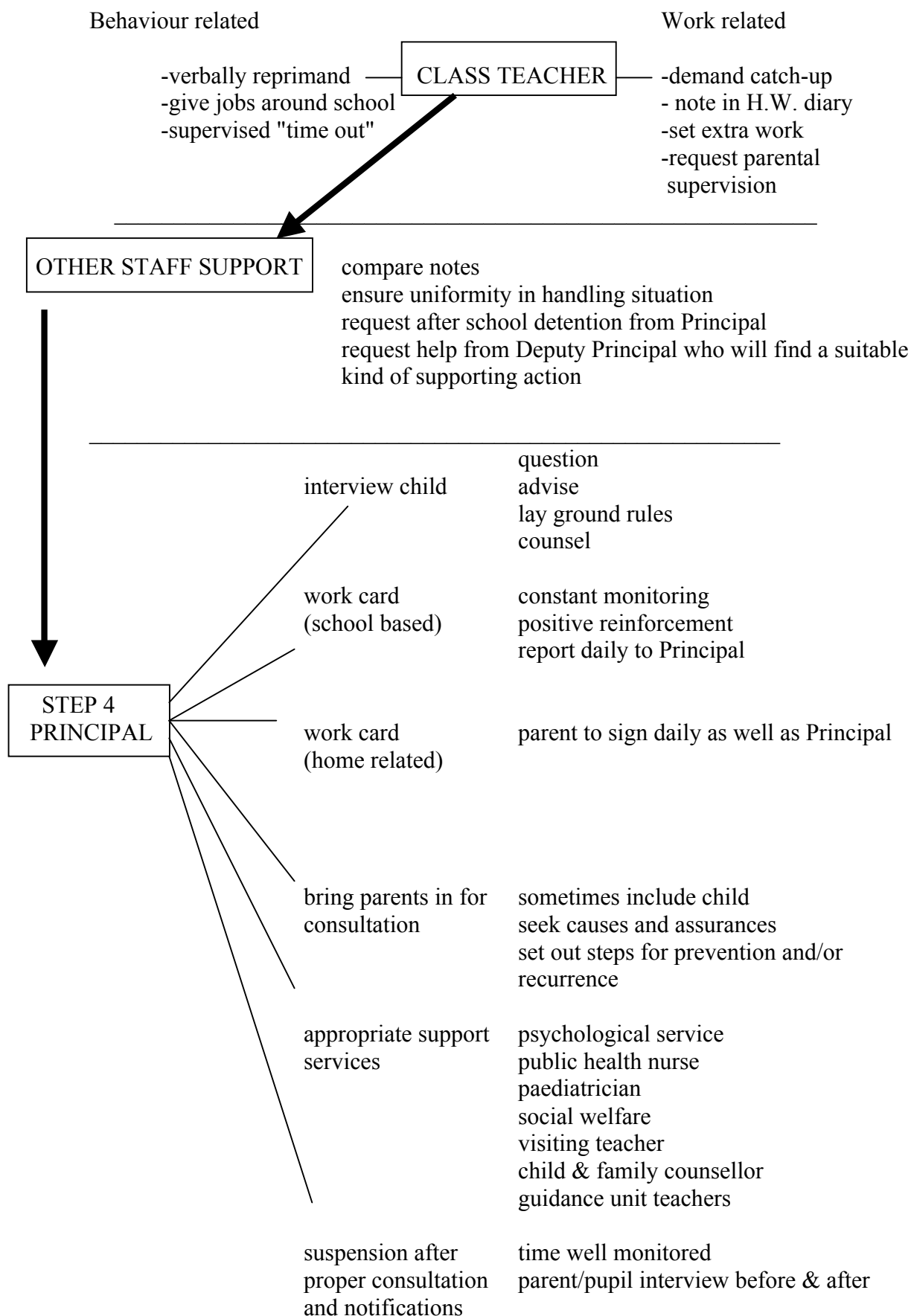




6:3 DISCIPLINE PROCEDURES



PRINCIPAL & BOARD

expulsion following

see *Policy on
Suspension and Expulsion*

Procedures and guidelines
as per *Procedures for
Suspension and Expulsion*

Consequences for inappropriate behaviour in class

- Step 1: Verbal warning
- Step 2: Removal from group to work individually until settled
- Step 3: Completion of appropriate task in pupil's own time.
e.g. Letter of apology/reflection sheet/completion of work
- Step 4: Syndicate leader and Principal informed.
Notice sent home to parents stating reason for the detention and day and time of detention. Detention would normally be held after school the following day. However this may be negotiated to suit individual circumstances.
- Year 3 - 20 minutes
Year 4 - 30 minutes
Year 5 - 40 minutes
Year 6 - 50 Minutes
Years 7 & 8 - 60 minutes
- Step 5: **When the behaviour causing concern is ongoing or very serious**
Syndicate leader and Principal are to be informed.
Parents contacted
Conference arranged to discuss issues and devise appropriate plan e.g.
Individual contract, monitoring, specialist help, stand-down

Notes:

- Positive approaches must always be tried before the Steps are implemented.
- Pupils need to understand what the behaviour of concern is, why it is inappropriate and what they need to do in the future.
- Issues must be investigated fully before consequences are allocated.
- In most circumstances pupils should have the opportunity to make a fresh start each day.
- Where behaviour is serious and/or persistent, e.g. bullying, students can move directly to Step 4 or Step 5.

Expectations of behaviour in the playground

Supervision

- Two teachers will be on duty - one in the junior playground and gully and one in the senior playground and courtyard.
- Two Year 7 monitors will be on duty in the Junior playground throughout morning tea and lunch time
- The monitors need to be positive, sensible role models. They are encouraged to initiate appropriate games and activities with the junior children.
- The Year 7 monitors must inform a duty teacher if they are aware of any inappropriate behaviour. **They are not to discipline children or issue consequences.**
- The monitors will receive training for their roles. This will include training in peer mediation skills so that they can help the younger children resolve disputes peacefully.

Lunch eating

- Children are expected to sit in one place and eat their lunch from 12.30 to 12.50, Years 0-3 on seats in the junior playground and years 4-8 in the senior playground.
- Children must ask permission if they want to get a drink or leave the area for any reason.
- When the bell goes children wait until the duty teacher or Year 7 monitor dismisses them
- All rubbish goes back into lunch boxes
- Juniors' lunch boxes are checked to make sure that they have eaten a reasonable amount for lunch.
- Children will eat their lunch inside on wet or very cold days.

Sports equipment

- At 12.50 sports equipment for Year 4 - 8 children may be accessed from the PE shed. The PE shed monitors will record the gear issued and check that it is returned. Missing gear will be reported to Mr Russell.
- Each junior class will have a bag of gear for which they will be responsible.

Sunhats

- Sunhats must be worn outside in Terms 1 and 4. A “No hat, no play” policy will be maintained. This means that if children do not have a hat they must sit in a shaded area.

Boundaries

- Children are not allowed in the buildings at playtime or lunchtime except to go to the toilet, put away their lunch box, get a hat or go to the Library.
- Years 7 and 8 will be rostered to use the gully and courtyard on Monday, Wednesday, and Friday. The Middle Syndicate classes will be rostered to use the Gully on Tuesdays and Thursdays.
- Children are not to be in the gully after school unless an adult supervisor is present.
- Junior children are not allowed past the garden near the church, except to use the drinking fountains, in the gully or between the path to the gully and the fence.
- Children are not to play in or to walk/run across gardens.

Unacceptable behaviour:

The following behaviours will not be tolerated

- Bullying - verbal, physical or emotional through exclusion
- Hurting other people by hitting, kicking, pushing or biting
- Being unkind to others by teasing, name calling or putting them down
- Swearing or bad language
- Littering
- Damaging or destroying plants and property
- Spitting

Consequences for inappropriate behaviour in the Playground

1. Step 1 - Verbal warning
2. Step 2 - Years 0 - 3: 5 minutes withdrawal from the playground
Years 4 - 8: 10 minutes withdrawal from the playground
3. Step 3 - Years 0 - 3: 10 minutes withdrawal from the playground
Years 4 - 8: 20 minutes withdrawal from the playground
4. Step 4 - Conference with the Principal or Deputy Principal
Individual plan implemented

Procedures

- Steps will be recorded in notebooks which will be carried by the duty teachers.
- Children will receive a fresh start each day.
- Teachers need to use their common sense when implementing the Steps
- Withdrawal will be to a bench near the church or the atrium bench.
- Notebooks will be monitored at staff meetings and individual action plans developed for children who are repeatedly going to Step 3.