**Kurnell Public School Student Wellbeing and Discipline Procedure Updated 2023**

Statement of Purpose

We believe that every child in our school has the right to learn, create, play and express him/herself without fear of unnecessary disruption or ridicule. We believe that we must provide a safe and supportive environment and that our discipline must at all times be fair and consistent.

Aims

The Kurnell Public School Student Wellbeing Policy encompasses the following expectations of all staff

* To ensure that each child can learn in a safe and stable environment.
* To ensure that each child will give and receive respect, trust and appreciation.
* To encourage self discipline.
* To provide a discipline code which is both fair and consistent.

Implementation

* Student wellbeing is a shared responsibility between school, home and the community.
* The school will appoint a staff member who will co-ordinate student wellbeing across the school.
* The school will implement wellbeing support structures and programs that prioritise and address the identified needs of individual students and the school as a whole.
* The school will endeavour to implement and maintain programs such as
* Student Representative Council (SRC)
* Students Awards
* Anti Bullying (refer to separate policy)
* Peer Support
* Child Protection
* Transition To School
* Kindergarten Buddy System
* Kurnell Carers
* Shine and Strength
* The school will provide the following support structures
* School Counselling Service
* School Chaplaincy
* Learning Support Team (LST)
* Learning assistance support teacher (LaST)
* English as an Additional language or dialect teacher (EAL/D)
* Anti-racism contact officer (ARCO)
* Anti–discrimination contact officer (ADCO)
* The school will also access outside services, as necessary, to provide support to students and staff
* Behaviour support
* Student welfare consultant
* Learning assistance team
* Speech therapy
* Occupational therapy
* Mental health team
* Department of Communities and Justice (DCJ)
* Youth Police Liaison Officer
* Employment Assistance Program (EAP)
* Kids Hope
* The school will endeavour to cater for children identified with specific welfare issues by creating support groups, developing appropriate individual programs that include goals, monitoring performance and behaviour and providing ongoing support.
* The school will comply with all privacy issues in accordance with current legislation and departmental requirements.

School Rules

1. Hands off
2. Speak politely
3. Respect people, property and self
4. Stay in bounds
5. Participate and represent the school with pride

Care and Supervision of Students

School Procedures

* The school operates between the hours of 9.10 am and 3.10 pm.
* Formal supervision of the playground operates from 8.40 am.
* Supervision of students leaving school by the crossing operates till 3.20pm.

Before school

* Students arriving to school before 8.50 am are to sit on the silver seats and under the COLA area till the bell rings.
* No big balls are to be used before school.
* Bikes and scooters are to be walked through the school grounds. Helmets are to be worn.
* Children are to only enter the school through the two pedestrian gates on Dampier St or the one pedestrian gate on Torres St. Children with bikes may enter through pedestrian gate at driveway.
* Students are to leave their bags outside classrooms when they arrive at school. They are not to enter school buildings.
* At 9.10am when bell rings students are to line up at class steps, except Tuesday when all children are to line up under COLA area for morning assembly.

Recess

* All children to sit on the asphalt to eat their recess.
* No children are to play until they have finished eating.
* After 10 minutes students who have finished eating may play in asphalt are a and basketball court.
* All children are to wear a school hat. If no school hat they are to play in a shaded area
* No big balls at recess on asphalt area but they may use on basketball court after finished eating.
* No children are to play on the oval.
* All children must have been to the toilet before the end of recess.
* At the end of recess all students are to line up and sit outside their classroom and wait for their teacher.
* The teacher on duty is to stay on duty till all teachers have collected their class.

Lunch

* From 1.00pm till 1.10 pm all students are to eat in their room. If they are to eat outside **they must be supervised by their class teacher.**
* Children play on the asphalt for first and second half lunch. Children can play on the oval for first and second half only after the teacher on duty on the oval has rung the bell.
* No big balls on the asphalt
* At the end of lunch all children line up and sit outside their classroom and wait for their teacher.
* The teacher on duty is to stay on duty till all teachers have collected their class.

Canteen

* Students are permitted to use the canteen at recess and lunch.
* Class monitors collect lunches by 1pm.
* Students are not permitted to go to the canteen before 1.10pm.
* No students are to be in the canteen. Unless approved by the Principal

Library

* The library is open from 1.30pm on designated library days
* Children are to line up and wait quietly on the ramp.

After School

* All students are to leave the school in an orderly way via the school pedestrian exits.
* Students are not to exit the school via car park gate.
* Students are to walk bikes and scooters from the school grounds.
* The principal or other nominated teacher to supervise crossing.

Wet Weather procedures

Before School

* It is to be decided by the teacher on duty, or executive, if children can wait under the COLA or if very wet weather students go to classrooms from 8.40am where class teachers will supervise.
* See wet Weather Roster for wet weather duties

Reminders

* Students are not to be released onto the playground without a teacher on duty.
* Duty teachers must be punctual.
* Teachers must stay on duty until relieved, or until all classes have been collected.
* No school hat no play under shade areas
* No handball/ balls under the COLA
* In an emergency send for help. Do not leave the playground.
* An accident report must be completed for all serious accidents by the teacher on duty in the area where the accident occurred. Phone call to Incident Report and Support line

Good Discipline and Effective Learning

Classroom Rules

* Classroom rules are established in all classes, with the involvement of students, in the first weeks of the school year.
* Rules will be displayed in classrooms
* All teachers are to develop a positive rewards system that is in line with their class rules. House points, stickers, stamps, Chance cards, Do Jo and any other acceptable program can be used.
* All teachers to have a method to record behaviour in classroom.

Excursions, Cultural Performances, Sport, School Activities

* Excursions, Cultural Performances, School Activities are part of the enrichment program of the school, and children are encouraged to attend all such activities arranged by teachers. Full school uniform, unless otherwise stated must be worn on these occasions.
* Parental permission is required for attendance at all these events.
* Electronic devices, including mobile phones, are not to be taken on excursions
* Any student representing the school is expected to do so in a manner that will be a credit to themselves and the school.

School Uniform

* The wearing of the school uniform is strongly encouraged as per the guidelines of the School Uniform Policy. If a student is unable to wear the school uniform due to unforeseen circumstances, a note should be written to the class teacher to explain the reason.
* The wearing of school hats is compulsory.
* Jewellery is not to be worn to school except watches, sleeper earrings or studs and signet rings.

Prohibition of Drugs and Weapons

* Students are prohibited from smoking, consuming alcohol or using illegal drugs within the school premises, while engaged on teacher-organised activities outside the school or going to and from school.
* Possession of certain weapons is a criminal offence under the provisions of the Prohibited Weapons Act 1989.

Mobile Phones

* Children are discouraged from bringing mobile phones to school.
* Any mobile phones and smart watches brought to school are to be kept in the office during school hours.
* Mobile phones and other devices are not to be taken on school excursions or camps. Any phones taken are to be given to the class teacher.
* The school takes no responsibility for the care of mobile phones or devices brought to school.

Toileting

Children are encouraged to go to the toilet before school and during recess and lunch. During class time students are to be sent to the toilet in groups of three.

Use of Technology in the classroom

\* Student use is intended for research and learning and communication only.

\*Students have the responsibility to report inappropriate behaviour and material.

\*Students must abide by the conditions of acceptable usage.

\*Students must never knowingly initiate or forward emails that contain computer virus, unacceptable or unlawful materials, threaten, bully or harass another person.

\* Students must never damage or disable computers.

\*Students to be made aware that a breach of policy may result in disciplinary action.

\* Students ensure privacy and confidentiality is maintained.

\* Students never plagiarise information.

\* Students are made aware that any material published on internet/intranet must have approval of the Principal and appropriate copyright clearance.

\* Students will be made aware that

-their emails and web browsing is logged for two years and use can be audited and traced

-the email and web browsing logs are considered official documents

-they need to be careful about putting personal information on websites

-these records may be used in investigations, court proceedings

School Leaders Election

Elections for school leaders are held once a year. Following is the procedure below:

* All positions will be chosen on merit, not gender. There will still be two School Captains, two Vice Captains and two Leaders
* All Year 5 students will be asked to complete at school an expression of interest for why they would like a leadership position and what they will bring to the roll.
* These expressions of interest will them be read by a panel, consisting of Principal, Assistant Principal’s and Year 5 teachers.
* The panel will decide on a criteria of, behaviour, citizenship, attitude, overall participation at school, and leadership for which students will move to speeches.
* Students who have been selected by the panel will then complete a speech in front of all students and staff. This speech must be given on designated days. Students can only present their speech on a different day if the student will be away due to school business or a medical issue. A doctor’s certificate will be needed.

Designated day/s will be advertised in newsletter.

* Students from Kindergarten to Year 5 will then vote on the leadership positions.
* The six students who have the highest votes will then participate in an interview process with the panel
* The panel will then use the student’s interview, expression of interest, history of leadership roles throughout their time at Kurnell PS and feedback from Year 6 to make a decision on which child from the final six takes each role, Captains, Vice Captains and Leaders.
* All students elected must then have their permission/expectations note signed by themselves and a parent.
* These positions will then be announced at the school presentation day assembly.

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Sports Captain and Vice-Captain Elections (This procedure will be reviewed in 2023)

* School House Captain and House Vice Captain will be offered to children after leadership positions are filled. The students will be asked to fill in an expression of interest at school stating why they would like the position and what they have already done for their house.
* These expressions of interest will them be read by a panel, consisting of Principal, Assistant Principal’s and Year 5 teachers.
* The panel will decide on a criteria of, behaviour, citizenship, overall participation at school for sport, and leadership for which students will move to voting.
* A house meeting is organised in Term 4.
* The house then votes for Captain and Vice-Captain for both boys and girls.
* House Captains and Vice-Captains will be announced and receive their badges at the Presentation Assembly.
* All students elected must then have their permission/expectations note signed by themselves and a parent.

Strategies to Promote Good Discipline and Effective Learning

Positive discipline is an essential part of the school’s behaviour management plan. We acknowledge the following practices to foster good discipline.

* The provision of appropriate curriculum to meet the needs of each student.
* Supporting students in achieving success in learning.
* The consistent use of good behaviour management techniques such as:
* Giving simple instructions
* Expecting students to comply and follow directions
* Regularly noticing and commending students for complying with the rules and directions
* Avoiding the use of ridicule, embarrassment and put downs
* Having a plan for managing behaviour disruptions
* Praising and rewarding positive behaviour
* Staff modelling consistent, caring and controlled behaviour.
* The development of a school discipline code.
* The provision of appropriate support programs.
* The use of positive feedback, in most instances is more effective in the management of behaviour than negative comments or consequences.
* Appropriate rewards and consequences form an essential component of a school behaviour plan. They should be consistently and fairly applied, avoiding any gender or cultural bias.

Our Values

The values of Kurnell Public School have been developed in consultation with the community and staff they are

- Caring

- Inclusion

* Doing your best
* Respect
* Responsibility

Assembly Award Policy Updated 2018

Principal's Award **-** One student in the school will be awarded the Principal's award. This award is for a student who has demonstrated an outstanding effort in all areas of schooling. The student will be presented with a Principal's Award certificate and a book voucher.

Student of the Week – One student per class is awarded Student of the Week. The student will be presented with a ribbon at assembly and hold the Student of the Week trophy at their desk for the fortnight.

Merit Award – Two awards per class K-2 and three students per class 3 - 6 will be awarded a Merit Certificate. This award recognises work the student has been doing in the classroom and gives them the opportunity to showcase their work at assembly. The student will receive a certificate of achievement.

Values Award – One award per class will be awarded to a student who has demonstrated the school value of the fortnight. This award recognises students who have been demonstrating one of our school values. Each fortnight, the school's values will be rotated and discussed with all students. The student will receive a certificate of recognition. Our values at KPS are: Caring, Inclusion, Doing Your Best, Respect and Responsibility

Sports Awards

One Sport award is presented each fortnight. This is rotated through the 3 areas of PSSA, K-2 Sport and 3-6 Sport.

PSSA Award - One student who is involved in PSSA Sport will receive the PSSA Award. This award is for a student who has demonstrated good sportsmanship and excellent effort on game days or during training. The student will be presented with a ribbon.

K-2 Sports Award **–** One student who is involved in K-2 School Sport will receive the K-2 Sports Award. This award is for a student who has demonstrated good sportsmanship and excellent effort at school sport, morning fitness or other sports activities. The student will be presented with a ribbon.

3-6 Sports Award **–** One student who is involved in 3-6 School Sport will receive the 3-6 Sports Award. This award is for a student who has demonstrated good sportsmanship and excellent effort at school sport, morning fitness or other sports activities. The student will be presented with a ribbon.

Assembly House Points - The principal will give out house points at the end of each assembly to the house with the best behaviour during assembly.

5 Assembly Awards - Certificate of Achievement

10 Assembly Awards - Certificate of Achievement

20 Assembly Awards - Bronze Badge

35 Assembly Awards - Silver Badge

50 Assembly Awards - Gold Badge

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.

At Kurnell Public School we have developed a discipline code to consider appropriate consequences, which include negative as well as positive consequences.

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| Level | Reason | Consequence |
| 0 | All children begin at this level. | Student is praised and encouraged to remain on this level through recognition and reinforcement of student achievement. |
| 1 | Student has been placed on the yellow cross 3 times in a week | \*Executive will check playground record  \*A red book note will be given to the student. |
| 1 | Student has demonstrated severe behaviour | \*A red book note is given to student and recorded in the red book.  \*Student is placed on detention for one lunch time, either on that day or the next day the child is at school.  \*If the red book note is not returned signed by a parent then the child is kept off the playground till the note is returned. |
| 2 | Students name has appeared in the RED book three times in the space of a Term for displaying unacceptable behaviour | \*Parents are contacted.  \*Student appears before the Discipline Committee (School Executive) and is given a discipline card to carry for two weeks in both the classroom and the playground.  \*Behaviour is monitored daily.  \*Parents are asked to co-sign the card daily.  \*Student appears before the committee at the end of two weeks and goes back to Level 0 or onto Level 3. |
| 3 | Students discipline card shows that behaviour has not improved.  Students name is still appearing in the Discipline Book. | \*Parents are contacted and a meeting is arranged with Principal and at least one committee member.  \*School counsellor and Learning Support Team is informed.  \*Student appears before the Discipline Committee (School Executive) and is given a discipline card to carry for two weeks in both the classroom and the playground.  \*The committee and L.S.T. discuss other support that may be needed for the student.  \*Student will take part in all school based lessons and activities but will be withdrawn from  - the playground during lunch  - excursions and/or representative sporting teams.  \*Student and parent appears before the committee at the end of two weeks and goes back to Level 2 or onto Level 4. The committee will judge each case according to the student’s performance.  \*Committee will meet four weeks before an overnight excursion or camp to review the behaviour of any student who has been placed on a Level 3 that year. |
| 4 | Students discipline card shows that behaviour has not improved.  Students name is still appearing in the Discipline Book | \*Parents are contacted and a meeting is arranged with Principal, Counsellor and at least one committee member.  \*Student carries a discipline card for a further 2 weeks.  \*All privileges withdrawn.  \*Playground suspension.  \*Principal advise parents as to the severity of the case and informs that the Department of Education has given schools the right to suspend a student who refuses to obey school rules.  \*Any student who reaches this level will be reviewed about their ability to participate in any overnight excursion or camp for the remainder of the year.  \*Student and parent appears before the committee at the end of two weeks and goes back to Level 3 or onto Level 5. |
| 5 | Student has shown that he/she is not prepared to conform and that in spite of warnings and counselling and support he/she is still breaking our rules. | \*Parents are contacted and a meeting is arranged with Principal, Counsellor and at least one committee member.  \*Principal is asked to take the necessary steps to suspend using appropriate procedures. |

**Grossly Unacceptable Behaviour**

In case of extremely dangerous, violent or anti–social behaviour by a student the following procedures will take place.

1. Student will be immediately placed under the Principal’s supervision or the student may be suspended.
2. The committee will have an extraordinary meeting and the student may be placed on a high level without working through the Levels system.