Croydon Hills Primary School

Student Management Policy

Policy Statement
Croydon Hills Primary School is committed to providing a safe, respectful and inclusive learning environment. One where students have opportunities to engage in quality learning experiences and acquire the values of respect and responsibility to prepare them to be active citizens for the 21st century who respect themselves and others and are lifelong learners.

In the normal events of school life all members of the school community are expected to respect the following rights of all:

- people to be treated with respect
- students to learn
- teachers to learn and teach
- to be safe

Rationale

Rights and Responsibilities:
It is the right of all members of the School community to experience a safe, pleasant and supportive learning and teaching environment. Staff, students and parents/carers have the right to be treated with respect, and enjoy an environment free from bullying (including cyber bullying), harassment, violence, discrimination or intimidation. Teachers also have the right to be informed, within Privacy requirements, about matters relating to students that may impact on their teaching and learning for that student.

Students have a responsibility to contribute positively to the educational experience for themselves and other students, to participate fully in the school’s educational program, and to ensure that their behaviours demonstrate respect for themselves, their peers, their teachers and all other members of the school community. Parents/carers have a responsibility to take an active interest in their child’s educational progress, model and reinforce positive behaviours and ensure their child’s regular attendance. They have a responsibility to support the school in maintaining a safe and respectful learning environment for all students, and engage in regular and constructive communication with school staff regarding their child’s learning.

Teachers have a responsibility to demonstrate the standards set by the Victorian Institute of Teaching. That is, to know how students learn and how to teach them effectively, know the content they teach, know their students, plan and assess for effective learning, create and maintain safe and challenging learning environments, and use a range of strategies to engage students in effective learning. Teachers also have a responsibility to fairly, reasonably and consistently implement the Student Engagement Policy and Behaviour Policy.

All members have an obligation to ensure school property is appropriately used and maintained.

Implementation
All teachers including specialists will develop classroom agreements at the beginning of the year outlining expectations and consequences. These agreements will be displayed in the room and a copy sent home to parents. Our student behaviour code will also be sent home at the beginning of each year.
The school uses Restoratives Practices wherever possible. See appendix 1

**School Action and Consequences**

Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-school classroom practices, including targeted and individualised support when required.

School Leadership will determine a parental consultation where appropriate.

Broader support strategies will include:

- Involving support staff including Educational Psychologist, Social Worker, Student Welfare Officer and outside agencies where appropriate
- Mentoring and/or counselling
- Convening student support group meetings
- Developing individualised learning, behaviour or attendance plans
- Contact with the Regional Office

**Discipline Procedures – suspension and expulsion**

A student may be excluded from school in situations where all other measures have been implemented without success, or where an immediate suspension is the only appropriate course of action in response to the student’s behaviour which may put the health, safety and well-being of other students, staff or themselves at significant risk.

See Appendix 2 - Actions and Consequences
See Appendix 3 - Incident Report
See appendix 4 - Behaviour Notification

**Rights and Responsibilities**

<table>
<thead>
<tr>
<th>Students have the right to:</th>
<th>Students have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn in a purposeful and supportive environment</td>
<td>Display respectful and courteous behaviour</td>
</tr>
<tr>
<td>Work and play in a safe and secure environment</td>
<td>Ensure their behaviour is not disruptive of the learning of others</td>
</tr>
<tr>
<td>Respect, courtesy and honesty</td>
<td>Ensure they are punctual, polite, prepared and display a positive manner</td>
</tr>
<tr>
<td>Interact with others in an atmosphere free from harassment and bullying</td>
<td>Behave in a way that protects the safety and wellbeing of others</td>
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<tr>
<td></td>
<td>Endeavour to do their best</td>
</tr>
<tr>
<td></td>
<td>Take responsibility for their own behaviour</td>
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<tr>
<td></td>
<td>Abide by behaviour agreements</td>
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<table>
<thead>
<tr>
<th>Staff have the right to:</th>
<th>Staff have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect and courtesy</td>
<td>Model respectful and courteous behaviour</td>
</tr>
<tr>
<td>Teach in a safe and secure environment</td>
<td>Ensure the school environment is safe and secure</td>
</tr>
<tr>
<td>Teach in a purposeful and non-disruptive environment</td>
<td>Establish positive relationships with students</td>
</tr>
<tr>
<td>Be the first point of contact if there is an issue or concern with one of their students</td>
<td>Act professionally</td>
</tr>
<tr>
<td>Recognised as a professional</td>
<td>Promote positive attitudes to learning</td>
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<td></td>
<td>Develop helpful communication links with the school</td>
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</tbody>
</table>
## Student Management Policy

<table>
<thead>
<tr>
<th>Be supported by the school community</th>
<th>Parents/Carers have the right to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect and courtesy</td>
<td>Model respectful and courteous behaviour</td>
</tr>
<tr>
<td>Be informed about their child’s progress or any concerns for their child</td>
<td>Support the school in implementing behaviour management strategies</td>
</tr>
<tr>
<td>Cooperation and support from staff in matters relating to their child’s education</td>
<td>Support the school to provide a meaningful education for their child</td>
</tr>
<tr>
<td>Be a partner in their child’s education</td>
<td>Inform the school about anything that may impact on their child’s learning</td>
</tr>
<tr>
<td>Be informed of issues affecting their child</td>
<td>Develop helpful communication lines as partners in your child education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents/Carers have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model respectful and courteous behaviour</td>
</tr>
<tr>
<td>Support the school in implementing behaviour management strategies</td>
</tr>
<tr>
<td>Support the school to provide a meaningful education for their child</td>
</tr>
<tr>
<td>Inform the school about anything that may impact on their child’s learning</td>
</tr>
<tr>
<td>Develop helpful communication lines as partners in your child education</td>
</tr>
<tr>
<td>Keep abreast of activities happening at school by accessing the school’s newsletter</td>
</tr>
<tr>
<td>Approach the school (not other parents or students) with concerns regarding their child’s welfare</td>
</tr>
</tbody>
</table>

**References:**
- Department of Education guidelines
- Restorative Chat - Appendix 1
- Actions and Consequences – Appendix 2
- Incident Report Form – Appendix 3
- Behaviour Notification to parents – Appendix 4
- Student Behaviour Code
- Template for Class agreements

**Review**

As part of school’s cyclic process
Appendix 1

Restorative Chat

To the wrongdoer:
What happened? Who else was there/around when it happened?
What were you thinking, what was in your head/in your mind?
Was it the right thing/wrong thing to do?
Who has been affected/upset/harmed by your actions?
In what ways?
How has this affected you?

To the victim:
What did you think when it happened?
What have you thought about since?
How has it upset/hurt/harmed you?
What has been the worst thing?
What is needed to make it right/to make you feel better?

To the wrongdoer:
What do you need to do to make things better?

To the victim:
Is that okay/do you agree?
Is that fair?

To both:
How can we make sure this doesn’t happen again?
Is there anything I can do to help?
Is there anything else you would like to say?
Croydon Hills Primary School

Student Management Policy

Ratified - 2014

**Actions & Consequences**

**Minor Incident**
1. Reminder
2. Warning
3. Action

**Welcome Back**
(closure)

**NO GO**
(non compliance)

**Time Out**
Buddy Class
Incident Report
Restorative Chat

**Major Incident / Problem: in the Yard**
- non compliance
- dangerous behaviour
- offensive behaviour
- agreed number of minor incidences within the day

**Teacher**
- records incident on Compass
- Incident Report Form
- Behaviour Notification Form

**Senior Staff**
- incident recorded on Compass
- family may be contacted through Behaviour Notification
- discretionary consequences may include school suspension

**Re-entry**
- Meeting with student, Parent, class teacher, leadership
- Negotiated contract put in place
Appendix 3

Incident Report Form

Date: ___________________________ Time: ___________________________
Name: ___________________________ Class: ___________________________
Referring Teacher: ___________________________
Location: ___________________________
What happened?
I was ________________________________________________________________
________________________________________________________________________
________________________________________________________________________
I think it happened because ______________________________________________
________________________________________________________________________
________________________________________________________________________
Who else was there? (Full names and classes please) ___________________________
________________________________________________________________________
________________________________________________________________________
What were they doing? They were __________________________________________
________________________________________________________________________
________________________________________________________________________
What should happen now? 3Rs (Respectful, Reasonable, Relevant)
I think _________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Agreements reached as a result of the restorative chat:

Signed by the student:

Signed by the teacher:
Appendix 4

BEHAVIOUR NOTIFICATION

Restorative Practices

Croydon Hills Primary School uses Restorative Practices wherever possible to encourage engagement, respect and responsibility in each individual student. This applies in classrooms, specialist sessions and in the yard. We expect respectful communication and relationships and use this approach when behavioural issues arise. We use restorative questions depending on the circumstances:

<table>
<thead>
<tr>
<th>When things go wrong</th>
<th>When someone has been hurt</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What happened?</td>
<td>• What did you think when you realized what had happened?</td>
</tr>
<tr>
<td>• What were you thinking at the time?</td>
<td>• What impact has this incident had on you and others?</td>
</tr>
<tr>
<td>• What have you thought about since?</td>
<td>• What has been the hardest thing for you?</td>
</tr>
<tr>
<td>• Who has been affected by what you have done? In what way?</td>
<td>• What do you think needs to happen to make things right?</td>
</tr>
<tr>
<td>• What do you think you need to do to make things right?</td>
<td></td>
</tr>
</tbody>
</table>

There will be times when consequences will be imposed as a result of inappropriate behaviour.

Name…………………………………. Class…………………… Date………………..

Student response: (This can be written on the back of the sheet and recorded by an adult for younger students)

What went wrong?

What needs to be done to make things right?

Consequences if imposed