

WELFARE AND DISCIPLINE POLICY

4.8.15

RESPONSIBILITY: MANAGEMENT TEAM AND STUDENT WELLBEING COORDINATOR

Rationale

It is our aim in presenting a Welfare and Discipline policy to establish formal welfare structures in order to maintain a happy school where the rights of all members (parents, students, teachers and education support staff) are respected and where all take responsibility for their own actions.

Purposes

1. To promote and maintain:
 - a) a happy school
 - b) a positive social and learning environment
 - c) an environment which fosters a sense of achievement and success for both students and teachers.
2. To ensure that all members of the school community:
 - a) respect one another and their rights
 - b) take responsibility for their own actions and learn and behave in a positive way.
3. To ensure that the school has a set of rules that:
 - a) establish a secure environment for all
 - b) are consistently enforced with appropriate consequences when rules are breached.
4. To have procedures to prevent problems from arising in the first place.
5. To ensure open communication between all bodies in the school community.

Guidelines

In order to implement this policy a range of strategies are used.

1. Student Code of Conduct and student education on its content.
2. Implementation of School Rules that reflect the Student Code of Conduct.
3. Proactive Strategies: that includes a Peer Support Program, Student Representative Council, communication of information through newsletters, Coordinators being accessible to students.
4. A well structured curriculum that aims to meet the needs of students of mixed abilities. e.g. through such programs as the Accelerated Learning Program, Literacy and Numeracy Programs, extensive use of electives.
5. Graded Discipline Procedures (consistent with DEECD Student Discipline Procedures, Student Engagement Guidelines July 2009), which include counselling, detention, parent meetings, withdrawal from class (relocation), suspension and expulsion.
6. Key personnel responsible for the welfare and discipline of students including (please refer to job profiles for further information):
 - a) Management team consisting of Principal and Assistant Principals
 - b) Year Level Coordinators and Assistants
 - c) Student Welfare Coordinator
 - d) Form Teachers
 - e) Classroom Teachers

In meeting the goals of this policy we have the following expectations of the members of the school community:

Welfare and Discipline Policy (cont'd)

Expectations of Students

Students are expected to:

- Complete work to the best of their ability.
- Allow others to work undisturbed.
- Treat all members of the school community with respect.
- Care for the school's environment and equipment and respect property of others.
- Ensure that their behaviour does not endanger the safety of others or themselves.
- Bring only property that is directly related to their studies.
- Ensure that their behaviour does not bring disrepute to the good name of the school.
- Obey the school rules as determined by the school community.
- Be tolerant and accepting of differences between people to reflect recent emphasis on bullying.

Expectations of Teachers

Teachers are expected to:

- Have a well developed knowledge of the curriculum they deliver and a sound understanding of the ways students learn.
- Use a range of teaching strategies and provide a positive learning environment in which students are:
 - a) treated equitably and justly.
 - b) encouraged to achieve their full potential and with increasing responsibility for their own learning.
- Exercise their duty of care towards students as per Ministerial Order 199.
- Treat all members of the school community with respect.
- Communicate with parents regarding students progress and well being and complete reporting requirements as per reporting and assessment policy
- Administer all agreed rules and consequences.
- Take care of the school environment and property and to respect the property of others.

Expectations of Parents

Parents are expected to:

- Support the school in its efforts to:
 - a) create a co-operative, supportive and stimulating learning environment.
 - b) promote continuing learning and development of children.
 - c) apply the agreed rules and discipline procedures.
- Ensure that their children attend school regularly, are punctual and in uniform.
- To contact the school via a note, email or phone call when any of these conditions cannot be met.
- Show an interest in their children's school work and to attend parent/teacher meetings and other meetings as requested.
- Provide the school with relevant personal information such as contact and emergency phone numbers, extended illness and to notify the school of changes to these circumstances.

Evaluation Review of this policy is necessary to ensure the goals are relevant and meet the needs of the school community. This policy should be evaluated when deemed necessary and if not before, every third year.