

WOLLONGONG PUBLIC SCHOOL



STUDENT WELFARE AND FAIR DISCIPLINE POLICY

(Revised October 2012)

Wollongong Public School

Fair Discipline Policy

INTRODUCTION

What is Student Welfare?

Student Welfare in public schools

- Encompasses all that the school community does to meet the personal, social and learning need of all students
- Creates a safe, caring environment in which students are nurtured as they learn
- Is achieved through the total school curriculum in which students are nurtured as they learn
- Incorporates effective discipline
- Provides opportunities for students to:
 - enjoy success and recognition
 - make a useful contribution to the life of the school
 - derive enjoyment from their learning

The School Fair Discipline Policy

Discipline is dependent on the effective treatment of the actual problem, not the symptoms of the problem or the child's reaction to it.

This document outlines routines and procedures aimed at ensuring an ordered and well-managed school which is experienced as safe and motivating by all members of our school community. It promotes a philosophy of guiding students toward taking responsibility for their own behaviour and is in line with the Good Discipline and Effective Learning Statement released by the Minister of Education in December 1995.

The Student Welfare and Fair Discipline Policy has been developed to support the achievement of students at this school. We aim to develop students who:

- ❖ are self-motivated and enjoy learning.
- ❖ have positive self-esteem.
- ❖ recognise and respect individual differences and value the opinions of others.
- ❖ can set personal goals and work towards their achievement
- ❖ possess the skills of communication, decision making, problem solving and critical thinking
- ❖ can locate and use information effectively
- ❖ take risks, are innovative and take responsibility for their learning
- ❖ enjoy a healthy lifestyle through participation in sport and leisure activities.
- ❖ have acquired competency in all Key Learning Areas.
- ❖ have respect for their environment.

This Student Welfare and Fair Discipline policy outlines:

- ❖ Student Code of Behaviour – incorporating rules, rights and responsibilities
- ❖ School Merit System.
- ❖ School Fair Discipline System

All aspects of the school's Student Welfare and Fair Discipline Policy will become the responsibility of the Student Welfare Committee. The committee will be responsible for making decisions relating to any aspect of the policy where this becomes necessary. Where such decisions are major, it is anticipated they will seek advice from the wider school community.

This policy has evolved from an evaluation of Student Welfare programs and practice and the work of staff in reviewing issues associated with Student Welfare. Please take the time to read this document and discuss it with your children. Should you have any questions regarding any part of the policy please do not hesitate to contact the school so we can address your concerns.

Wollongong Public School Fair Discipline Policy

Strategies to promote Fair Discipline and Effective Learning

Our school is doing these things to encourage effective discipline:

- Providing appropriate curriculum based on Board of Studies requirements, to meet the needs of each student
- Encouraging the presentation of the curriculum in a way which motivates and encourages the active participation of children in the learning process
- Supporting children in achieving success in learning
- Providing recognition and reward for positive achievements through a system of class and playground awards
- Maintaining a small number of easily understood rules which are fair, clear and consistently applied. Regularly clarifying these rules in the classroom
- Ensure that the core rules for New South Wales Public Schools underpin the school's Code of Behaviour

School Rules

At present there are five overall rules operating in the school. These rules relate to learning, safety, treatment of people, property and problem solving.

Learning *I do my best*

Safety: *I work and play safely*

Treatment: *I treat others kindly and use good manners*

Property: *I care for my own property and the property of others*

Problem Solving: *I cooperate with others when working out a problem*

These rules are displayed prominently in all classrooms in the school. They are discussed fully in class lessons so that all students have an understanding of the implications of each rule.

**These rules, aligned with statement of rights and responsibilities, constitute the school's
Code of Behaviour.**

Core Rules for New South Wales Public Schools

Core rules for student behaviour have been developed to establish consistent expectations in all public schools in New South Wales. **These rules are based on the core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.**

The Core Rules

All students in NSW government schools are expected to:

- Attend school every 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 or dress code.
- 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.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

Alignment of Wollongong Public School Rules with Core Rules

Wollongong Public School Rules	Core Rules for NSW Public Schools
Learning <i>I do my best</i>	<ul style="list-style-type: none">• Attend school every 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 or dress code.
Safety: <i>I work and play safely</i>	<ul style="list-style-type: none">• Behave safely, considerately and responsibly, including when travelling to and from school.
Treatment: <i>I treat others kindly and use good manners</i>	<ul style="list-style-type: none">• 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
Property: <i>I care for my own property and the property of others</i>	<ul style="list-style-type: none">• Care for property belonging to themselves, the school and others
Problem Solving: <i>I cooperate with others when working out a problem</i>	<ul style="list-style-type: none">• 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

**Wollongong Public School
Fair Discipline Policy**

Student Code of Behaviour

<u>Rule</u>	<u>Rights</u>	<u>Responsibilities</u>
<u>Learning</u> I do my best	I have the right to learn all I can	I will be punctual I will complete all class tasks to the best of my ability I will cooperate with the teacher I will be prepared for each day's work I will allow others to work without being bothered I will complete set homework to the best of my ability
<u>Safety</u> I work and play safely	I have the right to be safe at school	I will keep class and school rules I will take care when using equipment I will play safely and stay in safe areas of the playground I will cooperate with teachers and students I will stay out of buildings and classrooms unless supervised by a teacher I will keep myself and others safe at school, on excursions or travelling to and from school
<u>Treatment</u> I treat others kindly and use good manners	I have the right to be respected, trusted and treated with kindness at school	I will speak politely I will be honest and tell the truth I will present ideas and opinions politely I will listen to the ideas and opinions of others and accept they may be different from mine I will wear my school uniform with pride
<u>Property</u> I care for my own and the property of others	I have the right to have my belongings cared for I have the right to have school equipment and property available for my use	I will label and look after my own property I will seek permission before borrowing other people's property I will care for equipment I will return all equipment in good condition and on time I will hand in lost property I will care for the school environment, keeping it clean and tidy
<u>Problem Solving</u> I cooperate with others when working out a problem	I have the right to be trusted and treated fairly	I will be fair to others I will cooperate with others in working out a problem I will try to work out problems by talking If I need help with a problem I will ask the teacher

Remember: RULES protect our RIGHTS and encourage RESPONSIBILITY

Wollongong Public School Fair Discipline Policy

The following chart provides a summary of the Merit and Discipline aspects of the Fair Discipline Policy.
Please note: Although the Suspension is listed in the chart below Third Yellow Slip, it does not automatically occur. For further information on suspension, see page 12.

System	Description	Type	Consequences
Merit	Bronze	Achievement	<ul style="list-style-type: none"> Has accumulated 10 WOW awards Bronze certificate
Merit	Special Bronze	Achievement	<ul style="list-style-type: none"> Student of the week (K-6) Class Certificate Bronze Certificate
Merit	First Silver	Achievement	<ul style="list-style-type: none"> Has accumulated 5 Bronze Awards (50 WOWs) Silver Certificate Presentation at combined assembly The executive will withhold a silver if student conduct isn't in line with school expectations i.e. yellow slip. This will be reviewed twice a term.
Merit	Second Silver	Achievement	<ul style="list-style-type: none"> Has accumulated 10 Bronze awards (100 WOWs) Second Silver Certificate Presentation at combined assembly Special Morning Tea with Principal
Merit	Gold	Achievement	<ul style="list-style-type: none"> Has achieved 15 Bronze awards Gold Certificate Presentation at combined assembly Special afternoon with the Principal. This is the highest accolade available and therefore will not be received by children who have been issued a yellow slip that year. These students can continue to accumulate silvers.
Discipline	Recorded of incident in class or playground folder	Behaviour Management	<ul style="list-style-type: none"> Warning from teacher Multiple recordings of behaviour incidents will result in record being made on behaviour database and monitored closely by Welfare committee.
Discipline	First Yellow Slip for the term	Behaviour Management	<ul style="list-style-type: none"> Name recorded on Behaviour database Communication to parents requiring acknowledgement of incident and next day return of communication letter. Failure to return signed form results in continued reflection area attendance. Goal setting in Reflection Area (One day)
Discipline	Second Yellow Slip for the term	Behaviour Management	<ul style="list-style-type: none"> Name recorded on Behaviour database Meeting with parents of student and Principal Goal setting in Reflection Area (Two Days) Implementation of individual behaviour plan.
Discipline	Third Yellow Slip for the term	Behaviour Management	<ul style="list-style-type: none"> Name recorded on Behaviour database Communication to parents Follow up behaviour support organized including long term plan Supervisor & Principal meet with parents
Discipline	Suspension	Behaviour Management	<ul style="list-style-type: none"> Procedures followed as outlined in the current NSW Department of Education and Training document <i>Suspension and Expulsion of School Students</i>

Wollongong Public School Fair Discipline Policy

The Merit System

The Merit System is designed to support and reward the majority of students who consistently display appropriate social, classroom and playground behaviour.

There are four steps in the system and all awards remain valid for **one school year**. **WOWs awarded in December are rolled over to the following year.**

Step One – WOW Awards

A system of “WOW” awards has evolved within the school such that meritorious behaviour can readily be rewarded by any member of the teaching staff throughout the school. These are simply printed and illustrated voucher style tickets which can be readily transported to various school activities. They are given to children as teachers deem fit when instances of **exemplary behaviour, effort or performance are observed in or out of the classroom.** The teachers will always sign or at least initial these awards and also record the date. Their use as either a component or the basis of classroom reward systems is also recommended. Children are invited to save these awards and when they have collected ten they should submit them to their teacher to qualify for a bronze award.

Step Two – Bronze Award

Bronze awards can only be achieved by the accumulation of **ten** “WOW” awards. In special instances the Principal or his/her delegate may choose to make a special bronze award after consultation with the staff. **Special awards of this nature might be considered for exemplary behaviours such as:**

- ❖ *Citizenship*
- ❖ *Good manners*
- ❖ *Helpfulness to staff or other students*
- ❖ *Exemplary behaviour*
- ❖ *Positive attitude*
- ❖ *Note: In K-6 classes, a Bronze is awarded for Student of the Week.*

Once **5 bronze** awards have been achieved, a **Silver** Certificate is gained

Step Three –First Silver Certificate

Once 5 Bronze awards have been achieved, a silver certificate is gained. The certificates for this level will be presented by the Principal at a Whole School Assembly. In addition, an invitation will be forwarded to the Parent/Caregiver inviting them to attend the presentation ceremony.

Step Four – Second Silver Certificate

Students receive a second Silver certificate after receiving a further 5 Bronze awards (a total of 10 Bronze awards or 100 WOWs). The second Silver certificate will be presented by the Principal at a Whole School Assembly. In addition, an invitation will be forwarded to the Parent/Caregiver inviting them to attend the presentation ceremony. Students receiving their second Silver certificate are also invited to an end of year Special Morning Tea.

Step Five – Gold Certificate and Medallion

Once a student who has achieved a second Silver certificate receives an additional 5 Bronze awards (a total of 15 Bronze or 150 WOW's), that student is eligible to be **considered** for a Gold certificate and medallion. This is the highest accolade available from Wollongong Public School and is awarded to a student who displays outstanding work ethic and behaviour.

Please Note :

A student who has gained a Silver or Gold Certificate, but who has or is receiving behaviour support through the Yellow slip system, will have the receipt of the Silver or Gold certificate reviewed twice a term by the Welfare Committee and Principal. Gold certificates may only be received by children who have not received a yellow slip throughout the year.

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The Discipline System - Playground Issues

The Discipline System outlines consequences for students who behave in a way which is not consistent with the school's Code of Behaviour. The system provides for support for students through Reflection Area time and involvement of parents and the Welfare Committee. The system is applied to particular instances of playground incidents (for classroom behaviour management see page 14). Inappropriate playground behaviour is addressed in the first instance by the particular teacher on playground duty.

Minor Incidents –eg out of bounds, running too fast near /through groups of children, accidental pushing
- dealt with at the time by the teacher on duty

- Some incidents may warrant a warning only
- Some will be recorded after taking action
- Some may need further action and be referred to the supervisor for assessment.

Note: All incidents recorded in the Playground Folders are recorded on a Behaviour Monitoring Database and reviewed twice a term by a designated committee member, to monitor trends and identify particular students who would benefit from behaviour support.

Other Incidents - Yellow Slips

Yellow Slips are printed on Yellow paper, and located in the playground folders. Teachers are to have access to yellow slips in their classrooms. A teacher will issue a Yellow slip for **playground and class incidents** of a more serious nature. Behaviours which may result in the issuing of a Yellow Slip include:

Violent or aggressive behaviour

Unacceptable verbal and body language

Teasing or verbal harassment

Back answering or threatening behaviour

Swearing or spitting

Dangerous or destructive play or behaviour

The student must then take the Yellow Slip to the executive staff member who is their class supervisor. They record the student's name and the reason why it was issued. The supervisor issues a communication letter to parents, to be returned signed the following day and the student spends time in the Reflection Area the day after the incident. Each child is made aware that a signed note must be returned to earn their way back into the playground. The process remains the same for the second Yellow Slips received but parents are requested to attend a meeting with the principal, the student spends two lunch times in the reflection area and the Welfare committee is consulted about the implementation of a behaviour plan. An example of a Yellow slip appears below.

WOLLONGONG PUBLIC SCHOOL - Yellow Slip

Name : Johnny Brown **Class** : 3Z

Behaviour : Johnny was involved in teasing another child in the playground. When I spoke to him, he replied in an unacceptable manner.

Teacher : Mrs Davis

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Reflection Area

- Students may attend the Reflection Area for relatively minor issues (to be decided by the supervisors) and **always** attend the Reflection Area the day after receiving a Yellow Slip. The Reflection Area provides students with the opportunity to reflect on their behaviour, analyse more appropriate behaviour choices and discuss their ideas. If a student attends the reflection area they will be issued with a monitoring card by the supervisor. The student must have this card signed by the teacher on duty at the end of lunch and return the card to the supervisor. There is provision on the card for any teacher to write a comment if necessary.

Yellow Slips Special Circumstances:

- A Yellow slip can be issued for repeated poor behaviour demonstrated in behaviour database recordings, class monitoring or playground folders.
- The Principal retains the right to give immediate time in Reflection Area in extenuating circumstances but this must be recorded in the student monitoring system.

Third Yellow Slip

If a student's behaviour warrants the issuing of a Third Yellow Slip in a term , the teacher will follow the same procedure. However, the need for a third Yellow Slip signals a serious pattern of non-compliance with behaviour expectations at Wollongong Public School and the supervisor will notify parents that the student will be interviewed by the Principal and Stage Supervisor. The Welfare Committee will consult and support the implementation of a behaviour support plan for the student.

Suspension – as outlined on page 12

The Principal **has the option** to suspend immediately any student who:

- Is physically violent

The Principal **will suspend immediately** any student who:

- Is in possession of a firearm, prohibited weapon, or knife (without reasonable cause),
- Uses or is in possession of a suspected illegal substance or supplies a restricted substance

Where students fail to comply with the Code of Conduct after being supported by the school Welfare and fair Discipline Policy the Principal may choose to impose a short suspension for:

- Continued disobedience
- Aggressive behaviour

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Classroom Behaviour Monitoring

Students have the right to learn all they can. They have the right to learn in an environment free from disruption. Teachers have the right to teach with respect. Although this policy deals in detail with consequences related to playground behaviour, procedures are also in place to support the maintenance of appropriate classroom behaviour. At the beginning of each year, teachers negotiate a set of class rules. All students are expected to comply with these rules. Classes use the school rules as a basis for their class rules.

Classroom rules are on display in the classroom and referred to often.

Classroom rules will be communicated to parents.

In the classroom, each teacher has an individual management system. The following description is a commonly recognised approach but teachers may choose to implement an equivalent management system.

Sample Management Approach

Any student who chooses to disregard the class rules will:

- Have their name recorded.
- Have a cross placed beside their name for any consequent behaviour during the day
- If this negative behaviour continues ie. Name on board and two crosses in any one day or equivalent then teacher will apply the next stage of the classroom management system e.g. time out, supervisor notified, yellow slip. Any student who reaches this stage will have their name recorded on class register (see Mandatory Recording and Behaviour Monitoring) for further action.

Mandatory Recording and Behaviour Monitoring – *For students of concern*

- If a student is placed on a behaviour monitoring card by stage supervisor all instances of unacceptable behaviour will be recorded and reported to classroom teacher.
- If a student accrues five (5) unacceptable behaviour recordings by classroom teacher during the term then the stage supervisor will be informed and parents will be contacted to discuss student's behaviour.
- Monitoring and recording continues. If a student has another five (5) recorded behaviour incidents then the teacher's supervisor is informed, parents are again contacted by the classroom teacher and informed that a daily behaviour monitoring sheet (based on refocussing behaviour according to need), will be issued and maintained for a minimum of two weeks. It is the responsibility of the student to take the monitoring sheet home each day for parental sighting and signing. Failure to bring the monitoring sheet back to school signed will result in the relevant supervisor contacting the parent of the student.
- The student will be referred to the Welfare Committee at this stage at the discretion of the relevant stage supervisor in consultation with the class teacher.
- If behaviour continues to be unsatisfactory, the Principal will request an interview with the parents. The School Counsellor and / or District support staff may be involved in behaviour support for the student.
- Major classroom incidents should be immediately referred to stage supervisors for investigation and possible issue of a yellow slip. Provision is made for a follow-up with a parent meeting.

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The following chart outlines more serious inappropriate behaviours. Suspension is only one strategy within the school's Student Welfare and Fair Discipline Policy. Other than in certain serious circumstances (*see note below table*) suspension will occur only after appropriate student welfare strategies and discipline options have been applied and documented. Only the Principal (or the person relieving in the Principal's absence) has the authority to suspend students. A full version of the *Suspension and Expulsion of School Students Procedures* is available on the Department of Education and Training website at <http://www.det.nsw.edu.au/policies/index.shtm>

ACTIONS WHICH MAY RESULT IN SUSPENSION		
Bullying and Verbal Harassment	Physical – Tripping and Pushing	Aggressive Acts
<ol style="list-style-type: none"> Record on monitoring sheets Issue of Yellow slip Goal setting with Supervisor One lunch time in Reflection Area Communication to parents Possible suspension as per DET guidelines 	<p>Accident Back on playground with reminder</p> <p>Deliberate with intent</p> <ol style="list-style-type: none"> Record on monitoring sheets Issue of Yellow Slip Goal setting with supervisor Communication to parents One lunch time in Reflection area Possible suspension as per DET guidelines 	<ol style="list-style-type: none"> Record on monitoring sheet Immediately off the playground to Principal Investigation by Principal / Assistant Principals <p>Minor Offences</p> <ol style="list-style-type: none"> Issue of Yellow Slip Communication to parents Goal setting with Supervisor One lunch time in Reflection Area
Vandalism	Bringing Weapons to School	<p>Serious Offences</p> <ol style="list-style-type: none"> Suspension as per DET guidelines. <p><i>In all instances the welfare of students, staff, volunteers and visitors is attended to before consequences are implemented.</i></p>
<ol style="list-style-type: none"> Record on monitoring sheets Issue of Yellow Slip Goal setting in Reflection Area Principal contacts parents and possibly police Parents billed for damage or child repairs damage Possible suspension as per DET guidelines 	<ol style="list-style-type: none"> Principal contacts parents and possibly police Suspension as per DET guidelines 	
Prohibited Substances	Cruelty to Animals	Physical or Verbal Harassment of Staff, Volunteers or Visitors
<ol style="list-style-type: none"> Suspension as per DET guidelines for involving others in substance abuse 	<ol style="list-style-type: none"> Welfare of animal attended to Record on monitoring sheet. Investigation by Principal/Nominee Participate in an in-school guidance program Principal contacts parents and possibly Police/RSPCA Possible suspension as per DET guidelines. Follow up meeting between Principal, parents and students (as per DET guidelines) 	<ol style="list-style-type: none"> Record on monitoring sheet / Principal informed Investigation by Principal <p>Minor Offence</p> <ol style="list-style-type: none"> Issue of Yellow Slip Communication with parents Goal setting with Supervisor / Principal One Lunch time in Reflection Area. <p>Serious Offence</p> <ol style="list-style-type: none"> Suspension as per DET guidelines
<p>Where students fail to comply with the Code of Conduct after being supported by the schools Welfare and Fair Discipline Policy, the Principal may choose to impose a short suspension for: • continued disobedience and • aggressive or bullying behaviour.</p>		

NOTE: The *Suspension and Expulsion of School Students Procedures* state that Principals must suspend immediately any student who: • Is physically violent; • is in possession of a firearm, prohibited weapon, or knife (without reasonable cause), • uses or is in possession of a suspected illegal substance(not including alcohol or tobacco) or supplies a restricted substance.

Also: Where students fail to comply with the Code of Conduct after being supported by the school Welfare and Fair Discipline Policy, the Principal may choose to impose a short suspension for:

- Continued disobedience
- Aggressive behaviour

**Wollongong Public School
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Sequence of Actions Related to the Discipline System

Student	Teacher on Duty	Class Supervisor	Student	Parent	Principal
Playground Incident Minor	<ul style="list-style-type: none"> Warning Time out in playground Recording in Playground Folder 	<ul style="list-style-type: none"> Classroom teacher informed 	<ul style="list-style-type: none"> Complies with teacher request Discusses behaviour with stage supervisor. 		<ul style="list-style-type: none"> No action
First more serious Playground/ Classroom Incident	<ul style="list-style-type: none"> Write Yellow Slip Student gives Yellow Slip to Stage/Class Supervisor 	<ul style="list-style-type: none"> Record Yellow Slip Send home form letter Class teacher informed. 	<ul style="list-style-type: none"> Take letter home One Lunch time in reflection area 	<ul style="list-style-type: none"> Receive letter and discuss with child. Sign and return letter to supervisor 	<ul style="list-style-type: none"> No action unless parents request an interview
Second more serious Playground/ Classroom Incident	As above	If possible, child led phone call to parent – parent meeting set up with Principal and supervisor	<ul style="list-style-type: none"> Take letter home Two lunch times in reflection area Call parents (student) Meeting with supervisor/ welfare committee. Agree and commit to behaviour plan. 	<ul style="list-style-type: none"> Meets with Supervisor / Principal 	<ul style="list-style-type: none"> Meet with parents.
Third more serious Playground/ Classroom Incident	As above	As above	<ul style="list-style-type: none"> Student attends interview with Principal and supervisor Comply with behaviour monitoring/support program devised by Welfare Committee/ supervisor 	<ul style="list-style-type: none"> Receives letter and discuss with child Meets with class supervisor and/or Principal Supports follow up actions of welfare committee 	<ul style="list-style-type: none"> Investigates incident Meet with parents Liaises with supervisor guided by Welfare Committee to decide future directions and support. Possible suspension

Appendix One: School Routines

Wollongong Public School Fair Discipline Policy

School Routines

Morning:

Note: Children are not supervised until 8.30 am. Between 8.30 am and 8.55 am there is one teacher on duty in the mornings.

Only students who travel by train or bus should be at school before 8.30am. These students will be identified by the Principal and **must remain seated in the weather shed or lunch eating area.**

All other students are to arrive at school AFTER 8.30 am. **NOTE:** Parents whose work arrangements mean that their children will need to be delivered to school between 8.15 and 8.30 am, should seek permission from the Principal for their children to be at school before 8.30 am. Permission will not be granted for children to be in the playground before 8.15 am.

Students who walk to school will not be given permission to be at school before 8.30 am.

Before Lessons begin: 8.30 am – 8.55 am

Restricted to quiet play – minimal supervision – getting ready for a focussed learning morning

Students will:

- Remain seated until teacher on duty says they may play
- Remain in the asphalt area bounded by the netball court, the weather shed, the southern side of the library building and the basketball court after placing their bag in an appropriate area
- Stay away from the front fence – wait for friends in the area outlined above
- Play with a small ball only tennis ball/handball – no throwing any ball hard into the air or against a wall.
- No kicking or hard running
- Sit (no play) in weathershed if not wearing a hat

Recess: 11.00 am – 11.20 am

Quiet eating time, toilet break, wash hands, have a drink, play areas restricted, play for short time

Students will:

- Move to the asphalt area bounded by the netball court, the weather shed, the southern side of the library building and the basketball court after placing their bag in an appropriate area.
- Students sit in selected area on seats to eat their food:
K-6 in the asphalt area bordered by the weather shed, the northern side of the basketball court and the row of wooden seats on the southern side of the grassed area
- Children with no recess from home and who wish to purchase food may go straight to canteen.
- **Students wait for teacher directions before moving to play.**
- Similar play to before lesson time.
- If visiting the canteen use manners, do not buy food for others – *See notes on Expectations of Behaviour when using the school canteen.*
- Do not ask others for food as they come from the canteen.
- Move to assembly area promptly when the bell sounds.
- In the event of wet weather follow the instructions of the duty teacher.
- Sit (no play) in weathershed if not wearing a hat.

School Routines

First Half of Lunch: 12.50 – 1.18

Quiet eating time, toilet break, short safe play time, purchase from canteen, borrow equipment

Students will:

- Move to the lunch area:
K-6 in the asphalt area bordered by the weather shed, the northern side of the basketball court and the row of wooden seats on the southern side of the grassed area
- Remain seated in the eating area while eating lunch. In Winter children may be allowed to eat on the netball area at the discretion of the teacher on duty.
- Be dismissed at approximately 1.05 pm when the teacher on duty is satisfied that the lunch area is tidy and free of litter. Children move to place rubbish in bins at teacher direction
- Move to the canteen line (if they wish to purchase from the canteen) in an orderly manner. Use manners, do not buy food for others. *See notes on Expectations of Behaviour when using the school canteen*
- Line up at the sports store if they wish to borrow sporting equipment and follow the instructions of the monitors on duty. **Top grass equipment will not be handed out until 1.15.**
- Remain in the asphalt area bordered by the southern side of the Library, the weather shed and the basketball courts until 1.15. **No kicking of balls in asphalt area.**

Second Half of Lunch: 1.18 – 1.45

Safe play time, choice of play areas, Library open Tuesdays, Wednesdays and Thursdays. Fixed equipment rostered, toilet break

Student will:

- Await instructions from teacher on duty before moving to the bottom and the top grass playgrounds if they wish to use these areas
- **Not consume food on top or bottom grass areas**
- Complete Canteen purchases before canteen closes at 1.35pm
- Play safely in all areas:
 - Bottom grass area
 - no ball games at any time
 - fixed equipment Monday (K), Tuesday (Yr 1), Wednesday (Yr 2), Thursday (Yr 3 and 4), Friday (Yr 5 and 6)
 - cricket nets – Primary and Infants to use plastic bats and soft balls. Same daily roster as fixed equipment
 - Top grass area – soccer, cricket. On Thursday K-2 only.
 - Asphalt areas – no kicking of balls except soft balls on the asphalt area north of the top grass boundary
 - No kicking of tennis balls at any time anywhere in the playground
 - Library (Tuesdays, Wednesdays & Thursdays)
- Move promptly to toilet/bubbler areas when bell sounds, return all sports equipment to sports monitors in an acceptably polite and careful manner and move to class lines to await teachers' instructions

Appendix Two: Canteen Expectations

Wollongong Public School Fair Discipline Policy

Expectations of Behaviour when using the School Canteen

Students will:

- Order lunch at the beginning of the school day
- Write orders legibly without impolite comments
- Wait in canteen line in an orderly manner and await directions of prefects on duty
- Make only personal purchases
- Speak courteously to canteen supervisor at all times
- Consume own food purchased from canteen
- Complete canteen purchases by 1.35 pm

Students will not:

- Ask other student for money to purchase from the canteen
- Ask other students to share their canteen purchases
- Harass other students (particularly younger students) in regard to food and/or money
- Congregate at the canteen exit

Appendix Three: General Reminders, Items not to be brought to school

General Reminders

- Safe play means no tackling, hitting, pushing, teasing
- Never pick up sticks, stones or dirt and throw them at any time.
- Use the toilets and bubblers sensibly and hygienically.
- Always seek permission before using someone's property
- Respect other people's right to play without interference.

The following items are not to be brought to school:

- Chewing gum / bubblegum
- Items made of glass
- Cans or containers with 'ring-pull' openers
- Toy guns, swords and toys with sharp edges
- Expensive toys
- Matches and lighters
- Jewellery
- Knives, weapons of any description, bullets
- Drugs, alcohol or tobacco products
- Digital Audio devices
- Correction fluid / pens



WOLLONGONG PUBLIC SCHOOL

Phone: (02) 4228 9120

Fax: (02) 4226 5091

Email: wollongong-p.school@det.nsw.edu.au

Principal: Mr Harold Cosier

PO Box 3000

Wollongong East 2520

Wollongong Public School Code of Conduct

- I do my best
- I work and play safely
- I treat others kindly and use good manners
- I care for my own property and the property of others
- I cooperate with others when working out a problem

Behaviour Report - 1st Yellow Slip

Student's Name: _____ Class: _____ Date: _____

Dear _____

This letter is to inform you that _____ has displayed unsatisfactory behaviour in the playground or classroom, namely

This behaviour has been noted on a Yellow Slip and will be kept in our records. Would you please discuss this incident with _____ to support him / her in gaining a better understanding of our school Code of Conduct. A further consequence of _____ behaviour will be his / her removal from the playground for one day in the hope that this will help _____ display more positive behaviour in the future.

Yours Faithfully

Stage Coordinator

Please sign and return to school tomorrow

Parent / Guardian



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Behaviour Report - 2nd Yellow Slip

Student's Name: _____ Class: _____ Date: _____

Dear _____

This letter is to inform you that _____ has displayed unsatisfactory behaviour in the playground or classroom, namely

We note from our records that this is the Second Yellow Slip issued. In order to help _____ gain a better understanding of our school Code of Conduct we request that an appointment is made for you and your child to discuss this matter further with the Principal or an executive. We will contact you as soon as possible to make these arrangements. Being the Second Yellow Slip that _____ has received he / she will be removed from the playground for two consecutive days in the hope that this will help _____ display more positive behaviour in the future.

Yours Faithfully

Stage Coordinator

Please sign and return to school tomorrow

Parent / Guardian



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Behaviour Report - 3rd Yellow Slip

Student's Name: _____ Class: _____ Date: _____

Dear _____

.....behaviour in the playground / classroom is causing concern and he/she has been reported for

.....
.....
.....

We note from our records that this is the Third Yellow Slip issued.

It is now necessary for to appear before the Student Welfare and Discipline Committee to discuss his/her behaviour. We feel it would be in the best interests of your child for you to discuss this matter with the Stage Coordinator or the Principal. Would you please sign the form below and return it to the Stage Coordinator tomorrow. Please contact the school to arrange a mutually convenient interview time.

Yours faithfully

Stage Coordinator

Principal

.....

.....

Parent/Guardian Signature:

Appendix Five: The Welfare Committee

The Student Welfare Committee

Membership:

The membership of the Student Welfare Committee at Wollongong Primary School will comprise:

- * LST Coordinator**
- * Three executives, responsible for each stage**
- * The Principal**

It is envisaged that membership of the Welfare Committee would:

- * enhance the development of staff shared understanding of the issues involved in the management and resolution of welfare issues across the school
- * provide for both dynamic development and consistency of practice in the management of welfare issues

Staff members who experience membership of this committee, will develop a greater understanding of welfare issues and broaden their ownership of management practice in relation to welfare issues

Role of the Committee

It is the role of the Welfare Committee to facilitate the implementation of the three areas of the Welfare Policy. The Welfare Committee will:

*** investigate strategies/programs to address specific, identified welfare needs of students.**

For example: Students who:

- cannot comply with classroom expectations
- do not respond to present classroom management practices
- are re entering the school following suspension
- have suffered grief and loss

Such programs would be put in place immediately following identification of specific need.

*** monitor the procedures and practices associated with the Fair Discipline Policy, particularly in relation to:**

Playground Behaviour Sheets - members of the Welfare Committee will take it in turn to monitor these sheets for a period of three weeks. The information from these sheets will be summarised and recorded on the **Playground Behaviour Database**.

Every three weeks the Welfare Committee will examine the **Playground Behaviour Database** to identify students needing support and the playground behaviours causing concern. Students causing concern will be counselled by the Welfare Committee with a form letter being sent to parents following this counselling session.

The Welfare Committee will demonstrate a commitment to managing counselling sessions in a manner which facilitates the best possible outcomes for each student.

Classroom Behaviour Sheets - Supervisor/Welfare Committee monitors classroom records on request of teacher with a view to providing support for both staff and students.

*** assist and support staff in implementing the Fair Discipline Policy by:**

- providing access to print material as it becomes available
- informing staff of Training and Development opportunities associated with Student Welfare issues.

Counselling of Students by Student Welfare Committee

Where:

Not in classrooms - suggest – Assistant Principal's office or Principal's office.

When:

Lunch or Recess time when all committee members are available.

Procedure:

Records should be available, including tracking of classroom as well as playground behaviour.

Students are counselled by this committee as part of the agreed process. Students cannot be referred to this group for “one off ” offences and any “meetings” of students and this committee should not be seen as a “detention” type session.

- **Explanation** as to why student is there – examination of **what is causing concern** – look at specific instances.
- **Isolate the problem** – student will often need support in verbalising or identifying the problem in simple language.
- **Identify** some ways in which this group (of staff members) or other staff can help or support the student to overcome the problem.
- **Follow through**/monitor student response over a period of time (**how long/in conjunction with class teacher?**) – with reward for compliance?

Appendix Six: Reflection sheet (First example)

Wollongong Public School Reflection on Classroom Behaviour Worksheet

Name: Class: Date:

Wollongong Public School Code of Conduct

- I do my best
- I work and play safely
- I treat others kindly and use good manners
- I care for my own property and the property of others
- I cooperate with others when working out a problem

What did I choose to do?	
What rule did I disobey? Circle or underline above or write out opposite	
What will I do next?	
What do I need to remember? (to help me keep the rule)	

Student:..... Teacher: Date:

Parent (at discretion of class teacher and class supervisor)

Appendix Seven: Reflection Sheet (Alternative example)

Wollongong Public School Reflection on Behaviour Worksheet

Name: **Class:** **Date:**

Wollongong Public School Code of Conduct

- I do my best
- I work and play safely
- I treat others kindly and use good manners
- I care for my own property and the property of others
- I cooperate with others when working out a problem

- What did I choose to do?
- What rule did I disobey? Circle or underline above or write out below
- What will I do next time?
- How will I make it better?

Student:..... Teacher: Date:

