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Corrimal East Public School

NSWDoE Student Welfare Policy

Implementation



Education
Public Schools



Introduction

The NSWDoE outlines that student welfare in government schools:

- encompasses everything the school community does to meet the personal, social and learning needs of students.
- creates a safe, caring school environment in which students are nurtured as they learn.
- is achieved through the total school curriculum and the way it is delivered.
- incorporates effective discipline.
- incorporates preventive health and social skills programs.
- stresses the value of collaborative early intervention when problems are identified.
- provides ongoing educational services to support students.
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony.
- recognises the role that the school plays as a resource to link families with community support services.

Schools provide effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community. The objectives and outcomes that follow therefore relate to:

- Effective learning and teaching
- Positive climate and good discipline
- Community participation

* Throughout this policy the term parent should be read to include caregiver.

Core Values

Corrimal East Public School has three core values that underpin all school programs and interactions. Our three core values are:



School Rules and School Values

The following set of rights and responsibilities have been established through discussion with the school community. They establish the expected standards of behaviour in the classroom, on the playground, while travelling to and from school and while on excursions, sporting or cultural visits.

To build the foundation for a challenging, safe and creative school, where human dignity and self-esteem are valued, all individuals must understand their human rights, respect those rights for self and others, and learn how to exercise their rights without infringing upon the rights of others.

Rights	Responsibilities
I have the right to learn	I will take responsibility for my own learning
I have the right to be treated fairly and with respect	I will respect the rights of others
I have the right to feel safe at school	I will act in a safe and responsible manner towards all living things
I have the right to expect my property to be safe at school	I will look after my belongings and respect the property of others
I have the right to achieve my potential	I will do my best at all times
I have the right to attend a school of which I can feel proud	I will take pride in my school



Classroom Rules

- Classroom Rules are established between the teacher and students at the beginning of the year. These rules are clearly displayed in the classroom and communicated to parents.
- The set of classroom rules should reflect the established school rights and responsibilities, to maintain standards of behaviour across the school.
- Classroom Rules will be underpinned by our three school values.

Playground Expectations

Before School

- Students are not to arrive before 8:30am
- If student/s arrive before 8:30am, they sit on silver seats under the COLA
- Put bags outside classrooms
- Once a teacher is out on duty, students are to play on the cement areas surrounding the COLA, and East to the Cricket Pitch (no netball court or Cricket Nets)
- Only handball can be played in the morning (no bigger balls out)

Recess

- Students sit and eat under the COLA and are dismissed to play by teachers on duty
- Personal belongings are to be placed in the class basket

Lunchtime

- Students sit and eat under the COLA and are dismissed to play by teachers on duty
- Personal belongings are to be placed in the class basket

During play time, students must wear a school hat. Students with no school hat must play under the COLA (as per School Uniform Policy).







Whole School Strategies for Positive Behaviour

As a Positive Behaviour for Learning school, our school values underpin all that we do, in every setting. Our whole values are:

Respect Safety Excellence

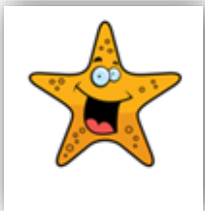
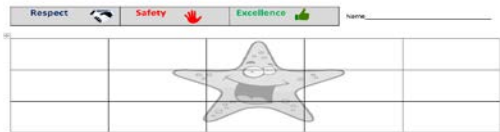




Our PBL Wellbeing Matrix (see below) outlines the expectations of all areas across our school.

CEPS PBL Wellbeing Matrix			
	Respect 	Safety 	Excellence 
All Settings	We use our manners We are always polite We care for others and for property	We seek assistance when required We stay in bounds We keep our hands & feet to ourselves	We try our best We are in the right place at the right time We wear our uniform with pride
Grassed playground/s	We follow teachers instructions We play by the rules We are considerate of others	We wear our school hat We play safely We use & return equipment properly	We agree on rules before playing We show good sportsmanship
Concrete	We follow teachers instructions We play by the rules We are considerate of others	We walk on concrete We play safely We use & return equipment properly	We agree on rules before playing We show good sportsmanship
CEPSpace / Library	We wait in line We follow teachers instructions We use quiet voices	We clean up after ourselves We move around with care	We look after equipment We keep room/s tidy We are considerate of others
Eating Area/s	We always put rubbish in the bins We use quiet voices We listen to teachers instructions	We sit when eating We eat our own food We look after our own belongings	We make healthy choices We are responsible for our area
Canteen	We wait our turn patiently We speak in a friendly voice We always put our rubbish in the bins	We line up behind the line We only buy food for ourselves We eat our food under the COLA	We make healthy choices often We only go to the canteen when buying
Toilets	We give others privacy We leave the area clean for others	We use, flush, wash and leave We wait for others outside	We keep our toilets clean We use toilets during break times
Assembly Hall	We acknowledge others' success We sit quietly We stand quietly	We enter quietly, walking in lines We leave quietly, walking in lines	We are proud of our achievements We are proud of others' achievements
Walkways	We walk on the left We move around the school quietly	We always walk We respect others' space We move slowly around corners	We are considerate of others
Office	We wait patiently We speak in a friendly, respectful voice	We enter quietly We leave quietly We return to class quickly	We are only in the office when needed We seek permission

Our positive behaviour system is a yearly accumulative award structure. When students show respect, safety and excellence they will accumulate awards which will help them achieve a **bronze**, **silver** or **gold** award.

Class teachers will frequently give Easties both in the classroom and playground. These will be given as stamps on their individual stamp chart. Once a child fills his/her Eastie Chart, he/she will receive an Eastie Award. Teachers will record the attainment of awards on their Go for Gold Chart. When students are awarded bronze, silver and gold certificates they will receive their certificate during the whole school assembly.

In Term 4 a special reward event will be held for students who have been awarded and gold.

	How do I get this?	Reward
1	(Clint) Eastie 	For every Eastie collected students will get a stamp on their Eastie chart 
2	Eastie Award Students will receive an Eastie Award when their stamp chart has been filled (15 Clint Easties). 	Certificate in class. Recorded on the <i>Go For Gold</i> chart in the classroom
3	Bronze Certificate When students receive 5 Eastie Awards in a calendar year they become eligible for a Bronze award. 	Certificate at Assembly
4	Silver Certificate When students receive 10 Eastie Awards in a calendar year they become eligible for a Silver award. 	Certificate at Assembly
5	Gold Certificate When students receive 15 Eastie Awards in a calendar year they become eligible for a Gold award. 	Certificate at Assembly Invited to the end-of-year Gold Award Treat reward day

Class Merit Awards (Assembly)

Each fortnight *two students per mainstream class* and *one student per support class* receive a merit certificate during the assembly. **Class Merit Awards are counted as one Eastie Award.**

Class Merit Awards are presented by class teachers for positive learning habits and/or behaviours in the classroom.



Record Keeping

The *Going for Gold* chart (below) will be used in every class.

Teachers will date when each student receives an Eastie award in class, culminating to Gold after 15 awards.

[illegible]

Please note; at our school Celebration of Excellence (at the end of Term 4 each year), a student may be awarded a 'Special Award/s'. These awards, both in inclusion and/or recipient, are at the discretion of school staff and then ultimately, the school Principal.

Special Awards may include;

- Leadership
- Citizenship
- Academic Excellence (DUX)
- All-Rounder
- Sporting Excellence

Whole School Strategies for Unsatisfactory Behaviour

In the classroom;

At Corrimal East, all classroom teachers follow a whole-school system of behaviour management.

For inappropriate behaviour, the students will be given their first warning [Warning #1] (yellow). He/she is given a verbal warning at this point and encouraged to participate in class appropriately.

If the inappropriate behaviour continues, the students will be given their second warning [Warning #2] (amber). He/she is given another verbal warning and encouraged to participate in class appropriately.

If inappropriate behaviour continues, the student moves to the 'Time-Out' area of the classroom. Here he/she is taken out of the normal classroom routine. He/she should remain at 'Time-Out' as per his/her age and/or teachers discretion. (Time-Out #1)

If, once returned to the class setting, inappropriate behaviours continue, the student moves to time-out with an Assistant Principal and a behaviour slip is completed. This slip is entered on to *EBS onTrack* for recording purposes. (Time-Out #2)

Please note:

1. If a student receives **3 behaviour slips** (playground and/or classroom) in any 10 week period this action leads to **one Think Tank session** (at the discretion of executive). A formal behaviour letter and return slip will be sent home to the child's parents/carers.

2. If a child receives **another slip (after the initial 3)** (playground and/or classroom) in any 10 week period this action will lead to **two Think Tank sessions** and parents will be contacted and asked for a **formal behaviour review meeting** with the Assistant Principal, classroom teacher and other agencies as needed.

3. If a child receives **another slip (after the 4th)** (playground and/or classroom) in any 10 week period, parents will be contacted and an in-school suspension may occur for two (2) school days (this means the child will go straight to the Principal's office at the end of every class session or will go straight to the Principal's office at the start of the day and remain with him/her for the entire day to complete their set tasks [this is at the Principal's discretion].) The student will not be involved in ANY excursions, sporting representations or out of school events for a period of 5 consecutive weeks (maybe overlapping terms) at the discretion of the Principal.

4. If a child receives **6 slips** in any 10 week period, parents will be contacted and a short suspension may be administered. The child may not be involved in ANY excursions, sporting representations or out of school events for period of up to 10 consecutive weeks (maybe overlapping terms) at the discretion of the Principal.

If a child is involved in a 'major' incident, point 4 (above) may be enacted, at the discretion of executive staff.

Note: If a child receives an in-school suspension and has not had a think tank/s for the prior 10 weeks he/she will receive a warning that with continued inappropriate behaviour, he/she would miss out on school events. If he/she receives a second in-school suspension or detention, he/she will not be involved in ANY excursions, sporting representations or out of school events for a period of up to 10 consecutive weeks (maybe overlapping terms) at the discretion of the Principal.

The Minister for Education has instructed that ‘Any student intentionally causing injury or threatening serious violence against any student or teacher is to be suspended immediately’.

Students may be suspended for persistent disobedience, insolence, verbal harassment and abuse, possession of an illegal substance or possession of a weapon at the discretion of the Principal.

Note: Reasonable adjustments and accommodations are considered and implemented at all times for individual student learning / social / emotional needs.

Assistant Principal Behaviour Notification Slip

CLASSROOM BEHAVIOUR SLIP	
NAME: _____	CLASS: _____
DATE: _____	Mon Tues Wed Thurs Fri
TIME: _____	
BEHAVIOUR: Not listening/ Following directions Disruptive behaviour Not completing work Talking Back Unsafe behaviour 4 th reminder Other _____	
COMMENT: _____ _____ _____ _____ _____	
TEACHER: _____	

In the Playground:

Playground inappropriate behaviours are recorded on the Playground Behaviour Slip (see below).

Depending on the severity of the behaviour, students receive a consequence i.e., walking with the teacher whilst on duty, sitting on the silver seats etc.

For serious offences, an Assistant Principal will be called upon to manage.

All Playground Behaviour Slips are recorded on EBS *onTrack* for recording purposes.

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If a child is involved in a 'major' incident, point 4 (above) may be enacted, at the discretion of executive staff.

PLAYGROUND BEHAVIOUR SLIP	
NAME: _____	CLASS: _____
DATE: _____	Mon Tues Wed Thurs Fri
TIME: _____	Before School Recess Lunch After School
LOCATION: _____	Concrete Eastern Playground Western Playground Toilets Lines Fixed Equip CEPS Space Other
BEHAVIOUR: _____	Out of Bounds Playing in Toilets Damaging property No hat Verbal Abuse (teasing/swearing/unkind) Physical Abuse (fighting/hitting) Not listening to teacher Throwing sticks/rocks Other _____
COMMENT (if appropriate) _____	
TEACHER _____	
CONSEQUENCE: _____	Time out Time out with classroom teacher
Walk around with teacher	Referral to executive
Witness _____	

Please note:

Classroom and Playground behaviour slips will be monitored via class teachers. Assistant Principals will monitor the input of slips at weekly Network Meetings.

Please note: Any major incidences may result in suspension following investigation by executive staff.
NSWDoE Suspension & Expulsion of school students procedures will be adhered to at all times at the discretion of the Principal.

Excursions, Cultural Performances, Sport, School Activities

Excursions, cultural performances, sport and school activities are all aspects of the school curriculum. Students are expected to attend all such activities as arranged by teachers. If costs are involved, the school will endeavour to provide as much notice as possible. Parents are most welcome to make an appointment through the school front office and speak with the Principal about payment options and/or alternative arrangements if in financial need.

Options may need to be sourced if school staff identify that there is a risk management issue with a child/ren attending a particular school activity (such as school camp). Involved teachers and executive staff will review all information, and with parental input, formulate the best option/s for students in such cases. This determination will always be at the Principals discretion.

All students are expected to be well groomed when participating in school excursions or representing the school. Full school uniform, unless otherwise stated, must be worn on such occasions.

All students must abide by the School Welfare Policy before, and whilst on excursions, playing sport or representing the school. A high standard of behaviour is expected from all students at all times.

Failure to meet the expected standards of behaviour will result in disciplinary action which may prevent future involvement in out of school activities (*see pages 8 & 10*).

Risk assessments for all out of school activities / excursions will be completed.

School Uniform

It is an expectation that students wear school uniform at Corrimal East Public School everyday. If a student is unable to wear any article of the school uniform due to unforeseen circumstances, a note must be written to the Principal or Class Teacher explaining the reason.

Students must wear:

- Black laced or velcro covered shoes (at all times [M-Th])
- The school maroon coloured hat (or play in the COLA)

Students must not wear:

- Jewellery. Sleeper earrings or studs may be worn by students with pierced ears. No other jewellery is to be worn due to the risk of accidents
- Any hat with logos or branding (other than school logo)

(Please refer to the CEPS Uniform Policy for further information)



CEPS Winter Uniform



CEPS Summer Uniform

Prohibition of Drugs and Weapons

Students are prohibited from smoking, consuming alcohol or using illegal drugs within school premises or travelling to or from school and while participating in any school excursion.

Immediate suspension will occur if a student is found to be carrying or using any cigarettes, alcohol or illegal drug.

If students require medication during school hours, a Medication Form must be completed by parents and given to the school administrative and support staff. All medications are to be administered by the school administrative support staff. No student is allowed to be in possession of medication with the exception of puffers for asthma.

Students are prohibited from being in possession of a weapon or weapons within the school premises or travelling to or from school and while participating in any school based activity.

Immediate suspension will result if a student is found to be in possession of a weapon or weapons. The police will be contacted immediately.

Obscene or Violent Publications

Students are prohibited from bringing obscene or violent publications onto the school premises.

Students are also prohibited from accessing or downloading obscene or violent material from the internet or email. Students will agree to comply with the Internet Code of Conduct and will sign an agreement before being able to use the internet.

Attendance

Parents should ensure their child/ren arrive at school at the commencement of each school day, prior to the school bell. Parents are required to notify the school, in writing, whenever their child is absent for any reason.

Frequent absences without reasonable excuses are to be reported to the Principal. No child is to leave the school grounds without the approval of the Principal.

Please be aware that on extended holidays, classwork is not provided. Students will be advised to keep a journal of their holiday to share on their return to school.

Punctual Adherence to School Timetable

All students are to be prompt to lines and school assembly and adhere to school bell times.

8:56am	Music begins. Students stop play, visit toilets if necessary and move to lines
9:00am	Bell rings. Students pay full attention to teacher conducting assembly
11:00am	Recess eating begins
11:10am	Recess playtime begins
11:27am	Music begins. Students stop play, visit toilets if necessary and move to classrooms
11:30am	Bell rings. Students & Teachers are to be at classrooms
1:15pm	Lunch eating begins
1:30pm	Lunch playtime begins
1:57pm	Music begins. Students stop play, visit toilets if necessary and move to classrooms
2:00pm	Bell rings. Students & Teachers are to be at classrooms
3:00pm	School finishes

Bullying

Please refer to CEPS Anti-Bullying Plan.

The school will report annually to the school community regarding the effectiveness of this Student Welfare Policy and the Anti-Bullying Plan at an agreed P&C Meeting each school year.

Bede Darcey- Revised February, 2019

Appendix

- 1- *Unacceptable Behaviour Resulting in Think Tank Notice*
- 2- *NSWDoE Core Rules*



Corrimal East Public School

Duff Parade, Corrimal NSW
PO Box 73, Corrimal NSW 2518
P- (02) 4284 4582
F- (02) 4285 2715
E- corrimal-e-p.schools.nsw.edu.au

Unacceptable Behaviour Resulting in Think Tank Notice

Date

In order to succeed at school it is imperative that students achieve a sound academic standard. However, schooling is also a socialising experience, and it is the duty of the staff at our school to maintain appropriate forms of behaviour from students at all times.

It has been brought to my attention that of class has exhibited unacceptable behaviour and has had to spend time with me in our school 'Think Tank' (*off the playground with an Assistant Principal discussing and reflecting on his/her inappropriate behavior at school*).

Details of incident/s:

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

I ask that you please discuss this matter with your child and ask that he/she returns the below slip (signed) to school tomorrow. If you have any questions regarding this matter, please contact the school on 4284 4582 to arrange a mutually agreeable time for discussion.

Yours Faithfully,

+++++

Assistant Principal

Unacceptable Behaviour resulting in Think Tank Notice Return Slip

I have read this letter and have had a discussion with about unacceptable behaviour at school.

Comment (if required)

.....

.....

Signed

.....

Date

Core Rules

Student discipline in NSW Government Schools

All students in NSW Government schools are expected to:

- Attend every school 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 policy.
- 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.