BELMONT NORTH PUBLIC SCHOOL

BELIEF STATEMENT
At Belmont North Public School we believe our school should be a peaceful place where everyone can strive for quality in a safe and supportive environment.

Reviewed January 2013
In consultation/collaboration with students/staff/parents/P&C.
Belmont North Public School Discipline & Welfare Policy is based on the belief that school is a safe and enjoyable place and that all children have a right to attend and learn without interference or disruption from others.

Our policy is supported by a Code of Behaviour where everyone strives to:

**Be courteous and respectful to all and take responsibility for our behaviour and achievement.**

It is also our belief that a successful and happy school experience is a shared responsibility between the students, staff and parents. This is reflected in the list of Rights and Responsibilities within this policy. Children and parents will be made aware of these Rights and Responsibilities as well as our School Rules, Code of Behaviour and Values System through regular newsletter items and ongoing school/class programs. Teachers will ensure that these are discussed with their class at the beginning of each year and as necessary to maximise student understanding. Core Values will be systematically and explicitly taught in all classes throughout the year as part of the Values Education component of PD/H/PE strand.

**OUR CODE OF BEHAVIOUR**

At Belmont North Public School students are encouraged to be responsible for their actions and to make good choices. Desirable behaviour at our school strives towards the four key values of:

**CARE, COURTESY, RESPECT & RESPONSIBILITY.**

At Belmont North Public School we will:

1. **CARE** – Care for each other and our School
2. **COURTESY** – Use good manners, listen and take turns.
3. **RESPECT** – Show respect for others and their property.
4. **RESPONSIBILITY** – Always strive to do our best.

To complement and reinforce this code we have school rules which are specific and visible. These rules have been aligned with the 2006 DET Core Rules.

**SCHOOL RULES**

1. Treat one another with dignity and respect.
2. Show respect at all times by speaking courteously and following the instructions of teachers, other school staff and helpers.
3. Play in the correct areas and behave safely, considerately and responsibly including when travelling to and from school.
4. Wear our correct school uniform with pride, including a school hat to play in the sun.
5. Care for property belonging to self, school and others.
6. Attend school regularly, on time and prepared to learn.
# HOW WE BEHAVE AT BELMONT NORTH PUBLIC SCHOOL

<table>
<thead>
<tr>
<th>School Rules</th>
<th>Specific Behaviour</th>
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| 1. Treat one another with dignity and respect. | • Raise hand to speak in a group.  
• Use good manners & listen to others.  
• Do not interrupt people speaking  
• Knock before entering a room.  
• Hats removed indoors.  
• Visitors welcomed by everyone. |
| 2. Show respect at all times by speaking courteously and following the instructions of teachers, other school staff and helpers. | • Back answering teachers is not acceptable.  
• Refusal to follow directions is unacceptable.  
• Ask questions politely if not sure. |
| 3. Play in the correct areas and behave safely, considerately and responsibly including when travelling to and from school | • Handball only in COLA morning and recess. Big ball games on grass areas.  
• Walk on asphalt/concrete areas.  
• Only on forts with teacher supervision.  
• Only in classrooms with supervision.  
• Out of bounds areas are outside fences, behind or under buildings, over the back on ovals.  
• Do not play or loiter in toilets or on verandas. |
| 4. Wear our correct school uniform with pride including a school hat to play in the sun. | • Play in designated shade areas without school hat.  
• Sleepers or stud earrings only.  
• No nail polish, make up or inappropriate clothing or slogan wear.  
• Safe shoes for sport or use of equipment.  
• Full school uniform and school hat to represent school. |
| 5. Care for property belonging to self, school and others. | • Litter into bins.  
• Students in sports locker with teacher supervision. Return all equipment.  
• Clear classroom floors and desks before leaving each day.  
• No chewing gum at school.  
• Turn off taps and bubblers.  
• Library books and home reading books in bags.  
• Toilet area kept clean and tidy – NO FOOD. |
| 6. Attend school regularly, on time and be prepared to learn. | • Notes supplied to explain all absences.  
• Sign in/out at office outside of normal school hours.  
• Bring all necessary equipment for the day. |
# RIGHTS AND RESPONSIBILITIES

## STUDENTS

At Belmont North Public School each child has the right to:
- Be a successful learner who is not distracted by others
- Quality education for all
- Be happy and treated fairly and with dignity
- Work in a safe, healthy environment both in and out of the classroom – free from bullying and intimidation
- Expect that the school will be well regarded

It is the student’s responsibility to:
- Act according to the discipline policy established by the school community
- Contribute to the provision of a caring, safe environment for fellow students, staff and parents
- Participate actively in the learning and teaching process
- Be honest and truthful
- Foster a school spirit
- Practise peaceful resolution of conflict

## TEACHERS

At Belmont North Public School each teacher has the right to:
- Teach in a climate free from disruption and where teaching/learning is respected
- Be respected as a professional
- Expect behaviour that contributes to a positive classroom atmosphere
- Have time to work with students as individuals
- Receive support from the school community
- Expect students to work to the best of their ability
- Be happy and safe at school – treated with respect and dignity

It is the teacher’s responsibility to:
- Participate in the learning and teaching process in ways which take account of this policy
- Provide the best possible programs to meet the needs, capabilities and aspirations of each student
- Be caring and well prepared
- Recognise the rights of individuals
- Evaluate own performance
- Communicate appropriately with parents about individual progress and behaviour of each student
- Contribute to the provision of a caring, well managed, safe environment for all students, fellow staff and parents

## PARENTS

At Belmont North Public School parents have the right to:
- Expect maximum learning opportunities to be available
- Expect a safe learning environment
- Enter into two way communication with the school
- Receive feedback about student attitude and behaviour

It’s the parent’s responsibility to:
- Share a commitment to provide opportunities for students to take responsibility for their actions.
- Ensure children have a positive attitude and understand appropriate school behaviour
- Help promote respect for the school, staff and fellow pupils
- Ensure children understand their responsibility in maintaining a safe environment
- Ensure children’s punctuality and attendance
- Notify change in circumstances
- Assume responsibility for their children’s behaviour as their children travel to and from school
- Work with teachers to establish fair and reasonable expectations of the school
Responsible behaviour includes:

1. Positive work attitudes and consistent effort.
2. Completing all set homework or follow-up activities.
3. Good behaviour that models co-operation and self-discipline in the classroom, playground and in all school activities.
4. Wearing school uniform to an acceptable standard.

At Belmont North Public School recognition of students achievements is visible through our School Merit System which operated as follows:-

School Merit Certificates & Awards

- 1 Student of the Week – Teacher’s Choice.
- 1 Merit Award – weekly focus k-6.
- 1 You Can Do It Award – weekly focus K-6.
- 1 Principal’s Award – best bookwork / effort.
- 1 Citizenship Award per term – to be awarded at the Assembly of Excellence at the end of each term.

All awards are recorded on the SENTRAL software platform.

Accumulated awards work towards:

- Bronze = 3 awards
- Silver = 6 awards
- Gold = 10 awards
- Platinum = 20+ awards

Awards are accumulated for one calendar year only and then restarted.
STUDENT WELFARE SUPPORT

The school runs a number of programs to explicitly support student welfare such as:

- **Kids Matter** – Mental Health initiative commencing 2013.
- **“Safe schools are Smart Schools”** - competition entered for 2013.
- **You Can Do It** – social and emotional learning program run K-6 featuring weekly focuses and awards.
- **National School Chaplaincy & Welfare Program** – run in conjunction with the Salvation Army - daily activities to promote interpersonal skill development and structured play activities to foster self-esteem.
- **Learning Support Teams** – meet regularly to discuss and plan strategies to support students in their learning or behaviour.
- **Individual Education Plans** – prepared in consultation with the STL to support students with specific learning needs.
- **Sun-Smart** – whole school program to support the health of student population with regard to sun protection.
- **Buddy programs** – Year 6 students support Kindergarten students in their transition to school.
- **Peer Support** – Year 5 & Year 6 student leaders guide vertical groups across the school in regular lessons on friendship and cooperation.

In addition – the school also currently has access to a School Counsellor (Mr Brian McMullen) for 3 hours per week.

Appointments to see the school counsellor are only available to families who complete the required paperwork at the front office.
**STUDENT LEADERSHIP**

**Overview**
- All Year 6 students are deemed Leaders at the beginning of the year.
- All leaders sign a contract at beginning of year
- Leaders allowed to wear a special T-shirt on Sport’s Day.
- Executive is formed by the election of 2 captains and 2 Vice captains
- Captains must fulfil the criteria for nomination as set out below
- Captains may be all girls, all boys or a mixture of both genders

**Leaders’ Roles**
- Model correct uniform and behaviour
- Support Kinder & run Peer Support
- Carry out responsibilities in the running of the school
- Participation in all school activities
- Excellent behaviour and attitude
- Year 6 teacher to co-ordinate the Leadership roster

**Responsibilities**
- Buddies
- Sport monitors
- Canteen Lines
- Lunches
- Library Helpers
- Messages
- Assemblies
- Bins
- Flag
- Playground Equipment

**Privileges**
- Captains – red badge
- Leaders – blue badge
- Leaders’ shirt
- Peer Support Leader
- Canteen Privileges
- Chairs at all assemblies and school performances
- Responsible for discos

**Expectations**
- Behaviour and attitude will reflect and model school rules
- Responsibilities will be undertaken willingly and reliably
- Badge removed if contract broken or standards are not respected or upheld.

<table>
<thead>
<tr>
<th>Criteria for Nomination</th>
<th>Incumbency Expectations</th>
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<tbody>
<tr>
<td><strong>During Year 5:</strong></td>
<td><strong>During Year 6:</strong></td>
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<tr>
<td>Full school uniform including school hat</td>
<td>Fulfil responsibilities</td>
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<tr>
<td>Demonstrated leadership skills</td>
<td>Participation in all school activities</td>
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<tr>
<td>Willingness to participate in school activities</td>
<td>Excellent behaviour and attitude</td>
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<tr>
<td>Endorsement by staff for current year</td>
<td></td>
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<tr>
<td>Children may nominate themselves</td>
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</tbody>
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**Role of Captains**
- Report regularly to Principal and Executive staff
- Run Whole School Assemblies
- Represent School on official occasions
- Assist staff when needed
At Belmont North Public School we believe that individuals are responsible for their actions and choices. Students are also made aware that actions have consequences and that they can choose whether they will receive a negative consequence or not. Inappropriate playground behaviour is monitored and recorded in SENTRAL.

The following activities are unsafe and unacceptable:

- Bullying in all forms.
- Insolence to staff.
- Swearing, discriminatory remarks, inappropriate language.
- Fighting, wrestling, tackling, pushing etc.
- Throwing objects e.g: sticks, stones, sand, woodchip etc.
- Riding bikes, skateboards, scooters, rollerblades in playground.
- K-2 children riding bikes to school.
- Being in out-of-bounds area.
- Being inside classrooms without a teacher.
- Using fixed equipment without teacher supervision.
- Not wearing a school hat in the sun.

SUSPENSION AND EXPULSION FROM SCHOOL

According to the DET policy 2006, 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 and can lead to suspension.

This includes:

- Violence
- Bullying
- Persistent Disobedience
- Possession of a Weapon
- Drugs
- Criminal Behaviour

Suspension highlights for the student and the parent, the unacceptability of the student’s behaviour and the need for the parent to address that behaviour. The school will work in partnership with parents to assist the student to rejoin the school community. This will include the opportunity for counselling and access to special behaviour programs.
Consequences will depend on the nature, severity and previous history associated with any incident. All final decisions on serious incidents will be made by the Principal.

N.B - In some cases of severe misbehaviour, these steps may be fast tracked and immediate suspension may occur.

**NEGATIVE CONSEQUENCES FLOWCHART**

Consequences will depend on the nature, severity and previous history associated with any incident. All final decisions on serious incidents will be made by the Principal.

N.B - In some cases of severe misbehaviour, these steps may be fast tracked and immediate suspension may occur.

**Minor Incident**
- Teacher will apply “time out” or other agreed school consequence.

**Repeated Minor Incidents**
- Incidents recorded in SENTRAL – Class Teacher to call parents. “Time out” consequences as determined by the Class Teacher.

If an incident is ongoing and unable to be resolved by the class teacher, the incident will become a **serious incident**. The following procedure will be followed for any **serious incident** that can be classified as one of the following:

- Violence
- Bullying
- Persistent Disobedience
- Possession of a Weapon
- Drugs
- Criminal Behaviour

**Serious Incident**
- Teacher informs Executive Staff and enters details into SENTRAL for follow up.

**Parents informed of the incident and interview requested if necessary.**

**Executive make a decision on consequences.**

If interview is required – an “Intention to suspend letter” will be drafted by Principal.

Additional serious incidents will result in suspension of appropriate length; in line with DEC Policies.

**RETURN FROM SUSPENSION PROCEDURES.**
STUDENT REPORTS BULLYING INCIDENT TO TEACHER

VICTIM’S CLASS TEACHER MAKES A DETERMINATION ABOUT THE INCIDENT

IS A BULLYING INCIDENT

DEFINITELY NOT A BULLYING INCIDENT

ENTER DETAILS IN SENTRAL

MEDIATION MEETING - STUDENTS, TEACHER, AP & PRINCIPAL

1st BULLYING OFFENCE – loss of play @ Principal’s discretion, standard letter to parents and restitution sheet and apology to victim.

2nd BULLYING OFFENCE – formal parental meeting, loss of play @ Principal’s discretion, intention to suspend letter to parents and restitution sheet and apology to victim.

3rd BULLYING OFFENCE – formal parental meeting and immediate short suspension.

RETURN TO SCHOOL PLAN & FOLLOW UP MEETING