

DISCIPLINE

STUDENT POLICY

Minor misdemeanours or infringements are dealt with by the teacher using a variety of strategies that will involve appropriate warnings and consequences. Parents may be informed of these incidents directly or via a note in a Student Diary or green folder.

Repeated minor infringements or more serious infringements may lead to isolation in another classroom, internal suspension or loss of privileges in some form as part of the consequences and limitation of damage as a result of the infringement. Parents would be informed of these instances via the Diary / green folder, telephone or letter.

Serious infringements or repeated infringements can lead to short periods of probation where behaviour and attitude are closely monitored and parents would be asked to countersign any documentation associated with this procedure. Parent interviews, with the Deputy/ Associate Principal of Sub-School, student/parent interviews with the Principal, parent interviews with the Principal are all options that may be used to facilitate behaviour modification.

There is a strong pastoral care programme in the School. This provides students with the opportunity to talk to the School's Chaplain and/or School Counsellor if needed. Parents can also avail themselves of this service.

The School reserves the right in cases that it considers sufficiently serious to institute a significant period of attendance on probation and/or suspend and/or expel a student.

PRIMARY SCHOOL

The Primary School uses various strategies to ensure that the School's discipline policy is adhered to, with the class teacher being responsible for the day-to-day discipline and maintenance of the School's Discipline Policy. At the beginning of each year, the class teachers and students discuss and outline their classroom policy and expectations so that students are aware of the agreements and the consequences of inappropriate behaviour. The behavioural expectations will vary from class to class to ensure they are age appropriate.

Students are encouraged to think about their actions and consequences thereof.

Students from Year 3 upward have a School Diary which acts as an important tool in implementing discipline strategies by keeping the lines of communication open between parents and teachers. Students in other year levels will have a note placed in their homework folder if necessary.

Primary School Behaviour Management Plan Template

Step One

Warning given. Child is directed back to the task at hand.

Second warning. Child is redirected to task.

On a third warning, the child is sent to 'time out' area in the classroom. The child is isolated from class peers and allowed time to refocus.

Step Two

For subsequent issues the child will be sent to 'time out' in a place external to the classroom. This might be another classroom, or to a senior member of staff.

The plan can be carried out over the whole day or adjusted, depending on the severity of the behaviour, for each session of the day, i.e. before recess, before lunch or before going home.

Step Three

The child is sent to the Deputy/Associate Principal of the Primary School. The parents will be informed.

Step Four

If the child continues to misbehave, or in the case of extreme behaviours, the parents are contacted and may be required to take the child home.

MIDDLE SCHOOL & SENIOR SCHOOL

Resolution Process

The Resolution Process is the means by which the School assists students to resolve negative behaviour within school. It is important to give students responsibility to resolve their own situations.

Level 1. Best practice

This level should include positive interactions between teachers and students.

Level 2. In the classroom

When a problem arises the teacher should try to resolve this problem within the classroom, or another classroom.

Level 3. Resolution team

If no resolution is gained within or out of the classroom, and the teacher has consulted and been assisted by other teachers, a referral to the Head of House or the Team Leader for action.

Level 4. The Sub-School level

Admission to this level will occur if the student has not resolved the situation in previous levels. The Deputy/Associate Principal is notified of the problem and action is taken that may result in extended work in isolation or suspension. Parents will be notified by phone or letter as soon as possible if a student reaches this level.

Severity clause

In some instances, a student may move straight to Level 4 and possible suspension/expulsion. Examples of such instances include, but are not limited to, the following:

- Physical violence
- Substance abuse and/or possession of illegal/inappropriate material
- Abusive behaviour (bullying)
- Unauthorised absence from class / School
- Theft
- Vandalism
- Sexual Harassment

In the case of student suspension, meetings occur before and on return to School between student, parents and senior staff, whenever possible.

Level 5: The School level

For repeated infringements that have resulted in suspension, a student may be referred to the Principal.

Expected Standards of Student Behaviour

It must be understood that the laws governing individual behaviour which apply in the community outside the School will be enforced strictly within the School and, without limiting the application of the community's laws, examples of such laws are the laws relating to physical assault, vandalism, interference with other people's property, trespass, offensive language and behaviour.

