

Student Welfare

Student Welfare and Pupil Management has been a major focus, not only at Aberdeen Public School, but across the whole Education System.

All members of the school community have a role to play in Student Welfare – it is our responsibility as teachers, students and parents to work together to maintain and develop student welfare and to ensure that our children become useful contributing members of our society.

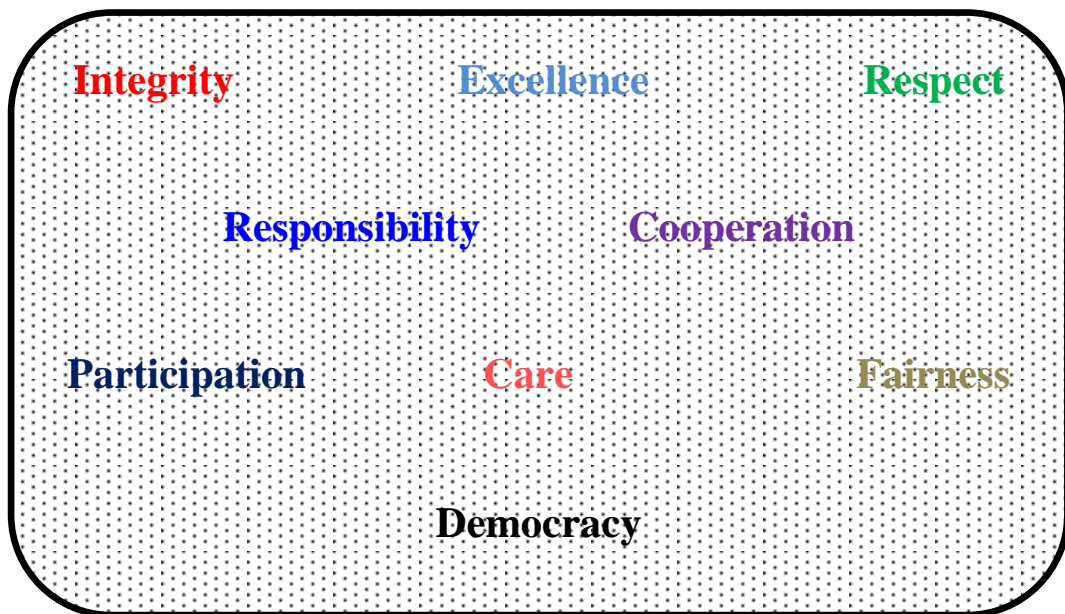
Student Welfare embraces all aspects of the education process. This booklet establishes clear procedures, guidelines and expectations for all those involved. The ongoing commitment of staff, students and parents to improve student welfare is paramount to all School Programs. This booklet reflects this commitment.

It is now our responsibility to ensure that we all work together using these guidelines to improve student behaviour.

The Mission Statement for Aberdeen Public School is:

Quality Education
Preparing Students for Life

Aberdeen Public School recognises and supports the core values outlined by the NSW Department and Education. These **core values** are:



School Behaviour

Our school rules are based on agreed rights and responsibilities.

The school rules apply:

- at school
- travelling to and from school
- participating in organised school activities and excursions.

The school rules are:



SCHOOL CODE

We Treat Each Other With Respect

OUR RIGHTS

Students: We all have a right to work, play and learn, in a friendly, safe and helpful school which caters for individual needs.

Teachers: We have a right to work in a friendly, safe and satisfying school which is supported by the school community.

Parents, Caregivers and Community Members: We have the right to feel welcome and to positively participate in the education of our children.

OUR RESPONSIBILITIES

We all need to care about ourselves, students, community members, staff, our school and equipment.

At Aberdeen Public School we accomplish this through keeping the following school rules, which are based on our code of behaviour.

Students:

- Behave appropriately, while respecting individual differences and diversity
- To behave as responsible citizens
- Follow the school Anti-bullying Plan
- Report any incidents of bullying according to the School Anti-bullying Plan
- Behave as responsible bystanders

Teachers:

- Respect and support students
- Model and promote appropriate behaviour
- Develop knowledge of school and departmental policies relating to Student Welfare including bullying behaviour
- Respond effectively to incidents of bullying according to the school's Anti-bullying Plan

Parents, Caregivers and Community Members:

- Model and promote positive relationships, and respect and accept individual differences and diversity within the school community
- Support children to become responsible citizens and to develop responsible social networking behaviours
- Be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour
- Support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan
- Support the school's Anti-bullying Plan through words and actions
- Report incidents of school related bullying behaviour to the school
- Work collaboratively with the school to resolve incidents of bullying when they occur

Responsibilities of the Teacher

Our teachers:

- set high expectations for student performances and behaviour
- provide a range of teaching styles, which can be used at different times and with different students, depending on the nature of the desired outcomes and curriculum context
- ensure preparation and planning is adequate
- ensure all children are treated fairly
- suitably use school resources
- evaluate their teaching practice.
- assess and report on student progress to students, parents and Principal

Responsibilities of the Student

Our students:

- follow the school rules
- follow classroom rules
- stay on task
- take pride in their work
- do the best they can

Students are responsible for their behaviour. The teacher's role is to provide opportunities for them to learn in a caring environment.

In The Classroom

CLASS RULES

Class rules are based on the school's behaviour code of respect and responsibility in collaboration with the students.

Classroom Rules are:

- displayed in each room
- established and discussed at the beginning of the year
- reinforced across the school year and amended as needed
- clear and simple.

ROUTINES

Class routines should ensure the smooth running of the class and reflect the school rules.

They should:

- be congruent with whole school routines
- be evident in the teacher's program

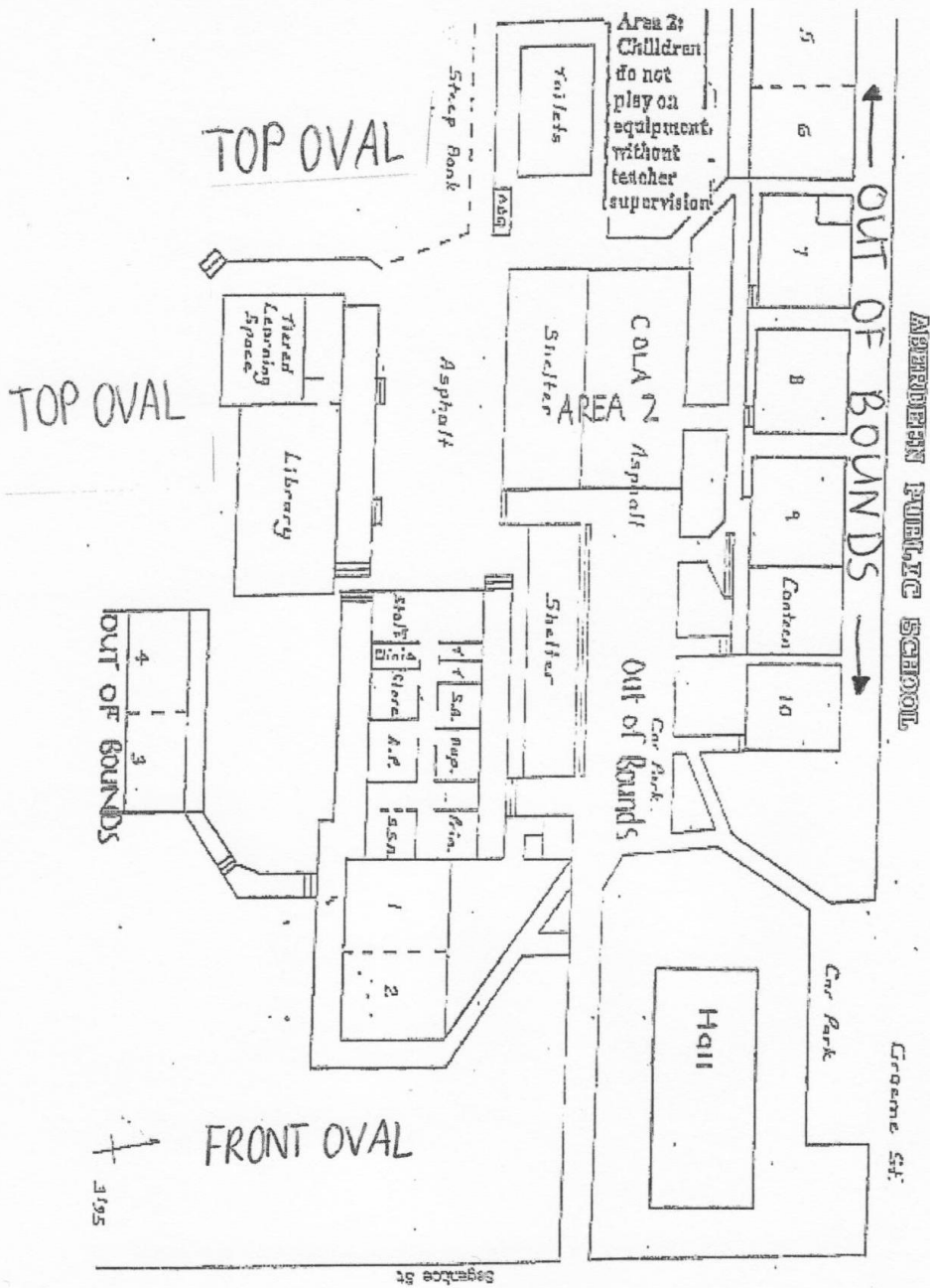
GOOD DISCIPLINE IN OUR SCHOOL

In our school there is a focus on positive reinforcement, rewards, and consequences for misbehaving and clear feedback.

At our school we:

- actively promote positive behaviour
- have reward systems in place
- use cooperative games
- actively provide discipline
- teach children to accept responsibility
- relate the behaviour (not the child) to the outcome and consequences and use restitution to clarify the rules
- have a class discipline plan displayed in our rooms.

PLAYGROUND MANAGEMENT PLAN



All teachers have training in CPR and Emergency Care. Children must see the teacher on duty before going to the administration building for assistance.

Duties

Morning

- Morning playground duty commences at **8.30 am**.
- Pupils to remain in Bottom Playground at this time.
- It is the responsibility of the teacher on this duty to assist the captain or vice captain to conduct morning assembly.

Recess

- Recess duty is from **11 – 11.30am** and pupils are to play on Top Oval or Bottom Playground.

Lunch

Lunch duties are split into two parts.

- 10 minutes eating time **1:15pm- 1:25pm**
- 30 minutes play period **1:25pm- 1:55pm**.

Children are required to be on Top Oval or Bottom Playground during first and second session. Play equipment may be used during the second session of lunch at the teachers' discretion.

Library

The Library is open from **1.30 –1.55 pm** Tuesday – Thursday.

Bus Duty

The teachers rostered for bus duty will supervise children catching buses at:

2:55pm	Town buses
3.15 pm	Scone, Muswellbrook
3.40 pm	Glenbawn Dam
3.50 pm	Blairmore/Dartbrook, Rouchel,

Positive Playground / Classroom Behaviour Management Strategies

- *Staff members may nominate students for an award.*
- *Class Merit awards are issued at the fortnightly whole school Assembly.*
- *One Principal's Award per class each week.*
- *2 x Merit Awards per week per class.*
- *3 x Assembly awards per assembly (1 each for Stage 1, Stage 2 and Stage 3)
(Captains are to ask teachers to nominate students before the assembly commences to receive awards)*
- *Levelled System of Awards beginning Term 3, 2012 is as follows*
 - *10 awards OR 5 Principal's = Level 1 = Badge*
 - *10 awards OR 5 Principal's= Level 2 = Bronze Patch*
 - *10 awards OR 5 Principal's= Level 3 = Silver Patch*
 - *10 awards OR 5 Principal's= Level 4 = Gold Patch*
 - *10 awards OR 5 Principal's= Honour student = Cap*
- *It is the child's responsibility to give their certificates to the Principal and to keep track of their awards.*
- *Awards will be able to run for the students' entire life at Aberdeen Public School*
- *Awards which are presented to the office will be stamped so they are unable to be used again.*
- *Other incentives may be used when appropriate – e.g. Reward day once a term for students who have consistently displayed positive behaviour throughout the term; playground incentives.*

Strategies To Deal With Unacceptable Classroom Behaviour

- Any student who displays unacceptable behaviour will be given a warning. After 3 warnings, the pupil has a negotiated time out period, either within the classroom or with a Buddy Teacher. The student is to complete set work in this time.
- Any further incidences of unacceptable behaviour on the same day will result in the student being sent to the Principal. They will be withdrawn from the playground at lunch time. The incident will be recorded on RISC if deemed appropriate.
- Where the incidence of unacceptable behaviour warrants the immediate issue of a detention note, the child will be sent to the Principal.
- A note will be sent home after 3 entries on RISC.
- If an interview is necessary, the parents will be contacted. A member of the Executive will always be available to attend the interview.

Strategies To Deal With Unacceptable Playground Behaviour

When a child displays any unacceptable behaviour in the playground, the teacher on duty can:

1. Impose a 5 – 10 minute time out from the play situation
E.g. The child may be asked to stay with the teacher or sit in a designated area.
2. Send the child to detention. The incident will be recorded on RISC.

If the situation is deemed to be more serious the following actions can also be taken:

- Where the Teacher or Executive deems that a child's behaviour warrants a note home informing the parents of the incident, the Executive on duty will complete the required paperwork. The child will then spend time in Detention.
- After 3 entries on RISC a note will be sent home informing the parents about their child's behaviour.
- If the child's behaviour remains unacceptable, and 2 notices have been sent home within a term the child will be withdrawn from the playground for 5 days.
- Where the child has displayed violent behaviour, an immediate 5 day suspension from the playground will be incurred. The parents will be notified immediately.

Classroom / Playground Consequences for Further Warnings

- Where the continuation of poor behaviour occurs the Principal, the Classroom Teacher, the Student and the Parent(s) will be involved in an interview. The School Counsellor and other support services may also be involved.
- A behaviour program may be put in place for that particular child.
- Continued non-compliance with school rules may result in suspension.

SUSPENSION

- The Principal can impose suspension from school in accordance with Department of Education & Training Guidelines.
- All suspensions are reported to the Department of School Education.

A child may be suspended if, through his/her actions;

- the well being, safety and health of students, teachers or community members is at risk
- students and/or teachers are constantly disrupted by his/her unruly or inappropriate behaviour
- there is substance abuse – tobacco, drugs, alcohol etc.
- repeatedly ignores or breaches the school discipline code or infringes the rights of others
- displays violent behaviour
- possesses a weapon.

Following any suspension, the pupil must undertake a “Re-entry To School Program” with the Principal before recommencing classes. The Principal will ensure that appropriate welfare strategies and discipline options have been applied and documented.

** Some students through reasons determined by the school are exempt from certain steps in the Welfare Policy.*

ANTIBULLYING PLAN

Bullying is not tolerated at Aberdeen Public School.

ATTENDANCE POLICY

The Importance of School Attendance

Students with irregular attendance:

- miss vital concepts and educational opportunities, which creates difficulties for students in future years. This can undermine their confidence and ability to achieve
- do not develop social networks amongst their peers, which is part of a healthy school experience
- create difficulties for the teacher in terms that: missed work needs to be revised, assigned work is often late for marking, students may become behaviour problems
- create difficulties for the effective organization of class activities, excursions and assessment tasks
- may also be children who are being abused or at risk of being abused.

Legal Requirements

The Education Reform Act 1990 requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided. The parent or caregiver has the duty to ensure that these obligations are fulfilled. The Act states that absences must be explained within 7 days of occurrence (either verbally or in writing).

Late Arrivals

If a student is late to school he/she must:

- report to the office to receive a late note (which is recorded)
- take the late note to his/her class teacher.

Home School Liaison Officer

The Home School Liaison officer provides a supportive resource to students, parents and schools to encourage the full participation of students in education. If a referral is made by the Principal, the Home School Liaison officer will work with the student, the parents and the school to help resolve problems which may be contributing to poor, including partial, attendance.

EXAMPLE:

School Code

We treat each other with respect.

Date: _____

Name: _____

Dear _____

I am writing to advise you that your child has been sent to the Detention Room 3 times.

Incidents.....
.....
.....
.....

Your child is aware that this is unacceptable and breaches our school's Code of Behaviour.

I seek your support in discussing this matter with your child. At this stage an interview is not required, however should you have any enquiries regarding this matter please feel free to contact the school on 6543 7271.

Michelle Floyd
Principal

Louise Roach
Assistant Principal

Diane Wither
Assistant Principal

School Rules

- BE IN THE RIGHT PLACE AT THE RIGHT TIME DOING THE RIGHT THING
- BE HONEST
- ALWAYS BE POLITE AND USE GOOD MANNERS
- FOLLOW TEACHERS' DIRECTIONS
- RESPECT THE RIGHTS OF OTHERS
- PLAY SAFELY, WORK SAFELY
- LEARN AS MUCH AS YOU CAN
- LET OTHERS LEARN AS MUCH AS THEY CAN