

Our Lady of Lourdes, Baulkham Hills South STUDENT MANAGEMENT POLICY

1. RATIONALE

In line with Gospel Virtues, the school's Mission Statement, Values Statement, Pastoral Care Policy and Restorative Practice Program, Our Lady of Lourdes Primary School endeavours to provide children with a safe, happy environment.

2. AIMS

- 2.1 To develop a clear understanding among teachers, parents and students about what is acceptable school behaviour.*
- 2.2 To provide consistent guidelines for the development of children's self-discipline.*

3. IMPLEMENTATION

- 3.1 All teachers are to address specific school behaviour issues as they happen by first talking to the children involved and if required use the restorative practice strategies.*
- 3.2 On the playground teachers may decide to give a ten-minute 'time-out' to children who are being overly disruptive or aggressive in their play. These children will sit in a designated area.*
- 3.3 Children who **deliberately** break any of the five school rules will be referred to the Assistant Principal for 'Time Out' class. The five school rules are:
 - Always obey the teachers.***
 - Hands-off other children.***
 - Never tease or gang up on others.***
 - Use good language at all times.***
 - Stay inside the school play area.****
- 3.4 Teachers may fill in the 'Time Out' referral slip and give this to the Assistant Principal or speak directly to the Assistant Principal when they go off duty. Teachers may choose to keep referred children with them or use a time-out area. The Assistant Principal will send for referred children at the earliest possible convenience.*
- 3.5 Children on a referred 'Time Out' may complete a reflective activity focusing on accepting responsibility for their actions and developing better self-discipline. 'Time Out' class will be held at lunchtime and will last between 15 minutes and 30 minutes.*

3.6 Children who consistently break school rules or behave in a way that is considered by the school to be unacceptable may be dealt with via a parent interview, counselling, behaviour contract, suspension or expulsion.

3.9 In dealing with serious behavioural issues '**Procedural Fairness**' is to be used. This includes:

- a) The '**hearing rule**' which includes the right of the person whom the allegation has been made to:
- Know the allegations and any other information which will be taken into account in considering the matter.
 - Know the process by which the matter will be considered.
 - Respond to allegations
 - Know how to seek a review of the decision made in response to the allegation

b) The '**right to an unbiased decision**' includes the right to impartiality in an investigation and decision making and an absence of bias by the decision maker. The person investigating the incident must not be the person who makes the final decision.

4.0 At the end of each year a Student Representative Council (SRC) will be elected by Year 5 students and teachers for the following year.

The SRC will consist of 3 Girls and 3 Boys. One of each will be elected as School Captains.

Their role will be to assist at assemblies, school functions and to act as role model to all students.

5.0 Corporal punishment is not to be used at any time.

BASIS OF DISCRETION

All teachers are encouraged to use their discretion when dealing with specific classroom behavioural issues. In the case of extenuating circumstances teachers may use a 'Time Out' in class or a 'Time Out' with their grade partner. If unacceptable behaviour persists the teacher may refer a child to the Assistant Principal for 'Time Out'. The Assistant Principal may use his or her discretion to put a referred child on 'Time Out'. If this is the case, the Assistant Principal will inform the referring teacher.

In accordance with 'Procedural Fairness' and CEO Parramatta guidelines, the Principal may choose to suspend or expel a child from school if a serious situation warrants.

O.L.O.L. School Captains / SRC Election

- Principal or Assistant Principal address Year 5 on the role of School Captain / SRC
- Year 5 students nominate, on paper, two boys and two girls who they would like to represent them on the SRC
- Students may nominate themselves
- The six students with most nominations become the candidates for School Captain / SRC
- Each candidate presents a speech on how they could contribute to the role of SRC and the qualities they would bring to this position
- Each Year 5 student is given a voting form with the candidates' names which they order in preference from 1 to 6.
- The preferential voting system is used.
- The 3 candidates with the most votes become the SRC (3 boys and 3 girls)
- The candidates with the most votes become School Captain (1 boy 1 girl)
- The names of the SRC are given to the parish priest, staff, school, and the school community via the school newsletter.
- The Principal / Assistant Principal has the right to overrule any nominees they feel would not be suitable for the position.

PLAYGROUND RULES

- 1. Children without a hat are to play in the shade**
- 2. Play safely at all times**
- 3. Run sensibly on the playground**
- 4. Only hand balls are to be used before school**
- 5. Large ball games are for the top playground or for goal shooting at recess and lunch times**
- 6. Eat food before playing at recess and lunch**
- 7. Keep playground tidy at all times**
- 8. Walk through the corridors only**
- 9. 1st bell - (1 long ring) Move to lines**
2nd bell - (2 rings) In lines - all quiet, ready for assembly

Yattenden Oval Rules

- 1. Wear a hat. Children without a hat are not permitted to go to the oval.**
- 2. Walk sensibly in lines**
- 3. Cross Windsor Road with care**
- 4. Cross Windsor Road with care**
- 5. Children are to play in the designated area**
- 6. Play safely**
- 7. Keep oval tidy**
- 8. Line up when instructed by the teacher to return to school**
- 9. Walk to class quietly when returning from the oval**
- 10. Children that require specific medication must collect their medication from the office and hand it to the teacher.**