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|  | FINGAL HEAD PUBLIC SCHOOL*‘CELEBRATE ACHIEVEMENT’* | **100 Letitia Rd****FINGAL HEAD NSW 2486****Phone (07) 5524 2315** |

**Student Welfare Policy**

This document is to be implemented in conjunction with the following NSW Department of Education policies and documents

* Student Welfare policy 2004
* Student Discipline in Government schools 2011
* Procedures for Suspension, Exclusion and Expulsion of School Students 2011
* Bullying: Prevention and Responding to Student Bullying in Schools 2012
* Values in NSW Public Schools 2005
* Anti-Racism Policy 2011
* School Attendance Policy 2012
* School Uniform Policy 2013
* Drugs in Schools Policy 2010

**Rationale**

All students, staff and community members have the right to be treated fairly and respectfully in an environment free from intimidation, harassment and discrimination. In order to achieve this schools are expected to implement this welfare and discipline policy consistently, in partnership with parents and wider community members. This allows for a shared commitment to provide opportunities for individual students to take ownership, responsibility and pride in their actions and behaviour. Ultimately we aim to develop socially responsible young people who are capable of making informed decisions. This is also supported with an effective social, cultural and academic curriculum which caters for the individual needs of students.

 **Aims**

This policy aims to help students foster and develop:

* a sense of enjoyment and satisfaction from learning;
* effective communication skills;
* a core set of values and beliefs that assist in guiding behaviour;
* a sense of personal and social responsibility;
* an ownership of one’s behaviour;
* a strong sense of self-worth and belonging;
* sense of cultural, social and personal identity; and
* stable, respectful relationships with family, friends and staff.

**Policy Components**

There are four major interrelated components of – **Student Welfare and Discipline Policy.**

1. The Discipline Code / School Rules
2. Strategies and practices to promote positive student behaviour including specific strategies to maintain a climate of respect
3. Strategies and Practices to recognise and reinforce student achievement
4. Strategies and Practices to manage inappropriate behaviour.
5. **Discipline Code and School Rules**

Good discipline is fundamental to the achievement of government priorities for the public school system. In line with this all schools must have a school discipline policy which is developed in consultation with school community members.

**FINGAL HEAD PS SCHOOL RULES**

**BE SAFE**

Students can be safe at school in the following ways:

* Play in the correct areas at all times.
* Move around the school safely (walk on concrete surfaces at all times).
* Keep your hands, feet etc. off other children (Hands Off at school).
* All bicycles, skateboards etc. are to be walked when in the school grounds.
* Wait for the duty teacher and walk across the crossing when walking home from school.
* Shoes must be worn at all times (including when travelling to and from school.
* Students are not permitted to climb on the top of fixed play equipment and are definitely not to hang upside down by their legs.
* No hat, play in the shade.
* Students are not permitted in classrooms unless supervised by a teacher.
* Students are not permitted in the sports shed unless supervised by a teacher.
* Play safely in the sandpit. Do not throw sand, dig deep holes or bury students.
* Keep away from and stay off the large garbage bins at the bottom of the playground.
* Ask for teacher permission to leave school grounds eg when a ball has gone over the fence.
* Chewing gum and bubble gum are not permitted at school.

**BE KIND AND RESPECTFUL**

Students can be kind and respectful in the following ways:

* Take care of all equipment and property, belonging to the school, other students and your own.
* Recognise that everyone has the right to play and learn in a safe environment.
* Show courtesy and consideration towards staff, students, visitors and community members.
* Speak politely and use appropriate language at all times.
* Be honest and truthful.
* Show understanding and tolerance for individual differences.
* All electronic devices, mobile phones etc are banned from school.
* Wear full school uniform with pride at all times.

**BE THE BEST LEARNER YOU CAN**

Students can be effective learners in the following ways:

* Take responsibility for being organised and having all necessary equipment needed for class and school.
* Attempt and complete all schoolwork to the best of their ability.
* Encourage and acknowledge each other’s successes.
* Actively participate in **all** curriculum areas as required.
* No student has the right to interfere with the learning of others.

**FINGAL HEAD PS SCHOOL UNIFORM POLICY**

Students at Fingal Head Public School are to wear their school uniform each day and we insist that students wear school uniforms when going outside the school on excursions or visits.

###### **Hats**

At Fingal Head Public School we have a *“No Hat, Play in Shade”* policy. We will be enforcing the wearing of these when playing in the sun. We want all children to have a red school bucket hat at school and be encouraged to wear it. The hats mentioned in the uniform section above are now part of our school uniform ($10.00). We would like parents to have a talk to their children and insist that they wear their hat at all times when outside. We at school will be insisting that children wear their hat or stay in the shade.

##### Boys Uniform

Hat Red with School emblem

Summer Black Shorts

 Red Polo Shirt with School emblem

 Black Shoes/Joggers

 Black, red or white socks

Winter Black Track Pants

 Red Hooded Jumper with School emblem

##### Girls Uniform

The girl’s uniform is a Skirt or Culottes and Red Polo Shirt (school emblem). We keep a small stock of uniforms at the school.

If you would prefer to make your own uniform material is available from the school for $10.00 per metre (including GST). The skirt pattern used is the same one as Kingscliff High.

Hats Red with school emblem

Summer Green/red, white and black checked skirt or culottes and red polo shirt with school emblem

 Black shoes/joggers

 Black, red or white socks

Winter As above or black track pants and red shirt and hooded school jumper (both with school emblem)

Sports Uniform for both boys and girls (optional) - is also available from the school if you wish to purchase these - sports shirt with school emblem and black shorts.

1. **Strategies and Practices to Recognise and Reinforce Student Achievement**

**Whole School Assemblies** will be conducted on Friday each week of school term, commencing at 12.30pm.

School Leaders will be responsible for organising and conducting the assemblies.

**Merit Awards** Class Teachers will be responsible for issuing merit awards regularly and at school assemblies.

3 school merit awards = Bronze award

3 more merit awards = Silver award

3 more merit awards = Gold award

**Student of the week**

Each week one student from each class will be selected by the class teacher as the Student of the Week. They will receive a student of the week certificate and have their name published in the school newsletter. (A Student of the Week Award is equivalent to one school merit award in progressing towards achievement of Bronze, Silver and Gold awards).

**3) Strategies and Practices to promote positive student behaviour including specific strategies to maintain a climate of respect**

**Whole School Reward Days (1 per semester)**

Students who attain a Bronze Award or above during First Semester each year can attend the whole school fun day held towards the end of term 2.

Students who attain a Gold Award can attend the whole school fun day to be held towards the end of Term 4.

Students will earn the right to attend whole school fun days through achievement of merit awards. Students who have been on suspension or in-school suspension may be excluded from these days at the discretion of the Principal.

**School Leaders Program**

Four school leaders will be elected by secret ballot by the student body and teaching staff.

Elected school leaders will model appropriate behaviour by following the school rules at all times and encouraging all other students to follow the school rules as well.

School leaders will be responsible for welcoming visitors to the school and thanking visitors for their contribution to the school.

School leaders will be responsible for assisting the Principal, teaching staff and support staff as necessary.

School leaders will attend the GRIP Leadership conference each year.

School leaders will be responsible for coordinating weekly school assemblies, including:

* Leading the school assembly;
* Issuing Leaders awards to students who have demonstrated appropriate behaviour at school (one award is presented from each school leader); and
* Issuing school Uniform award stickers.

**4)Strategies and Practices to manage inappropriate student behaviour**

**INAPPROPRIATE BEHAVIOURS**

At Fingal Head Public School, inappropriate student behaviour is managed and monitored, using a four level system. The four levels of inappropriate behaviour, in order of severity are:

* Warning Level
* Level 1
* Level 2
* Level 3

Level 3 may result in a Short Term or Long Term suspension, at the discretion of the Principal.

*It should be noted that students exhibiting inappropriate behaviour may be immediately placed on a higher level of action, irrespective of whether he/she has been first placed on lower levels ie the level issued to the student is directly linked to the severity of the inappropriate behaviour.*

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| **WARNING LEVEL: A reminder is given to the student about inappropriate behaviour.**  |
| *INAPPROPRIATE BEHAVIOURS INCLUDING*. Playing out of bounds. Disruptive class behaviour. Throwing inappropriate objects. No hat in playground. Interfering with games. Anti-social behaviour. Running on the concrete. Climbing trees/ swinging on branches. Low level physical contact (rough games). Misuse of equipment. Playing after the bell. Teasing | *POSSIBLE ACTION* *.* Name recorded on Playground Behaviour Matrix.. Rule reminder |

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| **LEVEL 1: An opportunity is given to the student to assess and modify behaviour.**  |
| *INAPPROPRIATE BEHAVIOURS INCLUDING*. Consistent breaches of ‘Warning level behaviours’ (3 times on Playground matrix in a week). Deliberate interference with games. Consistent disruptive behaviour. Repeated low level physical contact. Inappropriate language. Abuse of equipment / school property. Harassment. Disobeying a teacher’s instruction. Dangerous play | *POSSIBLE ACTION* *. White Slip issued* *. Withdrawal from classroom and/or Circle time 15 minutes* *. Loss of privileges and/or activities* *. Possible Welfare / LST referral* *. Inappropriate behaviour recorded in Behaviour Folder**. 3 white slips will result in parent being contacted* |
| **LEVEL 2: The seriousness of the student’s behaviour and the impact on other individuals requires action by the student in collaboration with the school and home.** |
| *INAPPROPRIATE BEHAVIOURS INCLUDING*. Consistent breaches of Level 1 behaviour. Physical violence. Offensive language / gestures. Intimidating others / bullying / racism. Stealing. Leaving the school grounds without permission/ truancy. Damaging of property / minor vandalism . Insolence/disrespect. Dishonesty. Repeated defiance of teachers instructions | *POSSIBLE ACTION* *. White Slip issued* *. Withdrawal from classroom and/or*  *playground* *. Loss of privileges; eg excursions,* *representation, activities*  *. Level 2 Letter sent to parent (possible suspension warning letter)* *. Parent interview requested* *. Possible support from SC/*  *Support Teacher / HSLO* *. Inappropriate behaviour recorded in Behaviour Folder* |
| **LEVEL 3: Exclusion from the regular school program and/or possible suspension highlights to the student and the parent, the unacceptability of the behaviour and the parent’s responsibility for remediation of that behavior, in collaboration with the school.** |
| *INAPPROPRIATE BEHAVIOURS INCLUDING;*. Consistent breaches of level 2 behaviour. Intentionally causing injury or threatening  behaviour. Serious physical violence. Serious vandalism / grafitti . Verbal harassment or abuse. Endangering the safety of others intentionally. Possession of weapons or illegal substances. Criminal behaviour  | *POSSIBLE ACTION* *. White Slip issued* *. Suspension warning letter issued*  *. Short/Long suspension*  *. Exclusion* *. Interview with Principal, SC and*  *Parent before student reinstated* *. Behaviour plan of action formulated* *. Restorative practice* *. Provision of counselling and access*  *to special behaviour programs* *. Police notified of criminal behaviour* *. D/Office notified*  *. Inappropriate behaviour recorded* |

FINGAL HEAD PUBLIC SCHOOL *White Slip*

(Record of inappropriate student behaviour)

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| WARNING |  | BEHAVIOUR LEVEL | 1 | 2 | 3 |

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| **Student’s Name** |  | **Nature of Incident** | **Code** |
| Teacher |  | Bullying | B |
| Class |  | Dangerous | DA |
| Date/Time |  | Disobedient | DB |
| Location |  | Dishonesty | DH |
| **What happened?** | Disruptive | DR |
|  | Harassment | H |
|  | Offensive | O |
| What action have you taken? | Out of Bounds | OOB |
|  | Prohibited ItemsProhibited (Substances or weapons)Prohibited (Substances or weapons) | P |
| **Further action / consequence** | Leave School Grounds | LSG |
|  | Violence | V |
|  | Disrespectful behaviour | DI |



FINGAL HEAD PUBLIC SCHOOL *White Slip*

(Record of inappropriate student behaviour)

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