

Luddenham Public School



*Safety Guidelines,
School Rules and Discipline Code*

Rationale

Student Welfare encompasses all that Luddenham Public School does to meet the personal, social and learning needs of its students. Luddenham Public School aims to create a safe and caring school environment in which students are nurtured as they learn. As an essential outcome we focus upon learning – learning at an individual, group and whole school level. Students at Luddenham Public School are guided towards independence and the need to take responsibility for their own learning and behaviour.

Three key areas are identified to promote and support learning at Luddenham Public School.

- Positive climate and good discipline
- Effective teaching and learning
- Meaningful community involvement

Policy

Luddenham Public School recognises the importance of the learning community – where students, staff and parents cooperate for positive, planned results. Regular attendance and sound work habits enhance the effectiveness of the school's programs.

Luddenham Public School will continue to develop:-

- a positive, supportive and caring school environment in which learning can take place;
- strategies and practices which encourage appropriate student behaviour and attitudes toward improving learning outcomes;
- a wide range of educational programs to provide meaningful learning experiences for all;
- policies and practices designed to improve effective teaching and learning,
- a climate which encourages community involvement in the development and delivery of the school's programs.

Through its policies, practices and programs Luddenham Public School will:-

- address gender and cultural issues through an integrated curriculum and provide learning experiences for students which affirm their individuality in a positive and satisfying way;
- provide support for students to develop skills valued in positive relationships, social responsibility and problem solving;
- encourage gender equity and discourage stereotypes;
- encourage students to gain leadership experiences;
- enhance learning as a lifelong pursuit;
- celebrate student achievement;
- encourage student involvement in the formulation of welfare initiatives (where appropriate).

Outcomes

As a consequence of Luddenham Public School's Welfare and Good Discipline Policy:-

- The safety and well being of the school community will be a priority.
- Students will be active participants in the learning process.
- There will be effective support for educational programs.
- Principles of equity and justice will prevail.
- Clear guidelines will be established to encourage acceptable behaviour.

My Responsibilities	My Rights
A "Responsibility" is something you should do automatically, and relates to respecting the rights of others. We all have the same responsibilities. Each student can say:-	A "Right" is something which belongs to you, and cannot be taken away. We all have the same rights. Each student can say:-
<ol style="list-style-type: none">1. I have the responsibility to get the most out of school and not interfere with the education of others.2. I have the responsibility to treat others fairly – with respect and understanding.3. I have the responsibility not to endanger the safety of others and to respect their property.4. I have the responsibility to cooperate with all members of the school community by exercising self control.5. I have the responsibility to help others where I can.	<ol style="list-style-type: none">1. I have the right to an education and not have my learning disrupted by others.2. I have the right to be treated with respect, understanding and fairness.3. I have the right to be safe and expect my property to be safe.4. I have the right to work in a healthy, safe and well maintained environment.5. I have the right to be educated in a spirit of peace and friendship – regardless of race, colour, gender, language, religion or social origin.6. I have the right to special care if I need it.

Every student has the right to feel safe and happy – and work in a positive learning environment.

Any action which hinders the teaching and learning process or the safety and well being of school members is unacceptable. Students, who fail to meet their responsibilities, and interfere with the rights of others, will be disciplined.

Attendance

1. It is expected that all students will attend school, engage themselves in their learning and not hinder the learning or safety of others.
2. Students are expected to adhere to the school timetable, and be punctual to class.

3. Students may be absent for medical reasons, or for urgent family business. Absences should be explained by a note from a parent (or legal guardian) to the classroom teacher on the first day back. Late arrival and early departure notes, are to be completed at the office and a pass is to be presented to the classroom teacher upon arrival or departure.
4. The teacher is responsible for making contact with the parent (or legal guardian) after two days unexplained absence.
5. Students with less than 85% attendance rate can be referred to the Home School Liaison Officer.

Homework

Homework will be set for all students in years 1 – 6. The time guidelines are:-

1-2 maximum 20 minutes per day

3-4 maximum 20 minutes per day

5-6 maximum 30 minutes per day

Kindergarten students should participate in the Home Reading program and play sight-word games.

School Uniform

1. Parents and the school community have clearly endorsed the policy that students should wear the Luddenham Public School Uniform. Students who are repeatedly out of uniform will be interviewed by the Principal and given a letter to take home.
2. Students who represent the school are to wear appropriate school uniform / sport uniform.
3. Students wearing school uniform outside school at non-school functions must abide by the School's Discipline Code.

SAFETY – Personal

1. Students are not to engage in activities which could endanger their own safety – or the safety of other members of the school.
2. For health reasons, students are to wear a school hat. **No Hat / No Play** (Sit in designated covered area) policy has been endorsed by the P & C Association.
3. Students are responsible for the safety and security of their own equipment. Excessive amounts of money or valuables are not to be taken to school or on excursions.
4. Students who require prescribed medication during the day must make arrangements with the School Administrative Manager, and leave their medicine in the care of the staff in the Office. A parent/caregiver is required to sign a permission form and deed of indemnity on each occasion, unless it is a regular, ongoing medication, in which case permission forms may cover an extended period.

SAFETY – Arriving and Leaving the School

1. The school gates are locked until 8:30am and students will not be admitted before that time without prior permission from the Principal.
2. Having arrived at school after 8.30am, students are NOT to leave school grounds until the end of the school day, unless the student:
 - a) has a note from home which is authorised from the Administration Office
 - b) is sick and being sent home, escorted by their parent or authorised caregiver. (Parents collect sick children from the office.)

SAFETY – Bikes, Skateboards

1. Skateboards/electronic devices/remote control toys are NOT to be brought to school. If brought to school, such items will be confiscated – to be retrieved and taken home at the end of the day. The security of such items is the responsibility of the owner.

2. Mobile phones brought to school must be handed in at the school upon arrival and collected from there at the end of the day. The school will not accept the responsibility for the security of mobile phones brought to school.

Environment and Litter

All students are expected to protect and care for the environment in which they live. Please put all litter in the bins provided. If necessary, students may be required to assist in cleaning their school environment.

Student Behaviour

Students should be aware that they are representatives of the school at all times and that their behaviour affects our school image.

All students are expected to behave in a positive, respectful and responsible manner at all times. Clearly, parents and teachers have a commitment to provide opportunities for students to take responsibility for their own actions.

General School Rules

- **Respect** yourself, others and property
- Act **responsibly**
- **Cooperate** with others
- Strive for **excellence** in work and play

PBL

Be Respectful

Be Safe

Be a responsible learner

Behaviours which are unacceptable at all times include:

- Disobedience/refusal to comply with instructions given by teachers
- All forms of insolent or disruptive behaviour
- Use of offensive or threatening language
- All forms of violence
- Possession, use, or threat to use prohibited weapons
- All forms of harassment and bullying including:
 - Verbal Bullying- name calling, teasing, verbal abuse, putdowns, sarcasm, insults, threats
 - Physical Bullying- hitting, punching, kicking, scratching, tripping, spitting
 - Psychological Bullying- spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS or email messages and inappropriate use of a camera
 - Social Bullying- ignoring, excluding, ostracising, alienating, making inappropriate gestures.
- Stealing or damage to property
- Cruelty to animals
- Truancy
- Possession and / or use of prohibited substances (tobacco, alcohol, drugs; under NSW law, *Smoking is prohibited in all NSW Department of School Education premises*)

Consequences of the above could include any of the following:

- Notification and involvement of parents
- Placement in “Time Out” area
- Monitoring of progress / conduct
- Exclusion from selected school activities
- Compensation / restitution for damages
- Guaranteed conduct targets
- Notification of police
- Suspension from school
- Exclusion from school

Expected Standards of Behaviour in the Classroom

1. Behave respectfully
 - One person speaks at one time
 - Care for other people’s property
 - Be tolerant of others’ gender, religion and race
 - Allow everyone the right to learn
 - Care for your classroom’s environment – no graffiti, clean up after activities
 - Speak politely to teachers, guests and other students
2. Be prepared for class
 - Be on time
 - Be prepared to work
 - Bring all necessary equipment
 - Complete all previously set work, homework, work missed when absent, etc
 - Keep peer problems outside the lesson
3. Appropriate Behaviour includes
 - Listen quietly in class
 - Follow your teacher’s instructions
 - Be actively involved in the lesson to the best of your ability
 - Cooperate with others in class
 - No anti-social behaviour

Expected Standards of Behaviour in the Playground

It is important that students act responsibly and cooperatively in the playground – obey teachers’ instructions and not engage in dangerous behaviour / dangerous games.

Areas of Restricted Use

- Front asphalt area to be used for minor games e.g.: handball, hopscotch, skipping. **NO running**
- Walking only on all footpaths and walkways
- Walking only in playground equipment areas
- Bat and ball games to be played on grass areas in the presence of a teacher

Out of Bounds

- All classrooms during recess and lunch
- All stairways, upstairs balconies and corridors during recess and lunch
- All roads and car parking areas
- Area adjoining the Garden Shed, Pumphouse, Electricity Room and Garage
- Behind all classrooms, Library and Canteen

Travelling to and from School whilst on Excursions and other school activities

Students are to respect other people's rights and property and behave in a manner that promotes a positive school image to the community. Normal school rules apply (as appropriate).

Recognising and Reinforcing Student Achievement

Luddenham Public School promotes and celebrates student achievement in many ways.

- Merit Certificates
Merit Certificates are awarded for effort and achievement in class, sport or special school interest groups.
- PBL awards - the students are awarded Safe, Responsible and Respectful cards in the classroom and playground. There is a school draw each Monday morning and lucky winners are awarded a small prize. Their names are also published in the newsletter.
- PBL Success cards are awarded to students in the classroom and library for learning. Students will be awarded these awards for doing their best and staying focussed on learning. This system then builds to a student receiving Special Awards, Luddenham Awards and ultimately a Principal's medallion. This system can continue over the years and it is each student's responsibility to keep track of their awards. Once a student receives a Principal's award, the system starts again.
 - 5 Success cards= 1 Special Award
 - 3 Special Awards= 1 Luddenham Award
 - 3 Luddenham Awards= 1 Principal's medallion

- The School actively seeks to promote and celebrate student achievement in the following ways:
 - Achievements published in newsletter;
 - Luddenham Legend;
 - Special acknowledgement on assemblies;
 - Annual presentation assemblies;
 - Trophies and plaques in administration block;
 - Inclusion on the School's Honour Board;
 - Involvement in Penrith Valley Performing Arts Festival;
 - Involvement in the Public Speaking Competition and Writers' Festival;
 - Teacher praise, both verbal and non-verbal;
 - Special assemblies where parents and friends are invited;
 - Advertising achievements on Jamison Street sign;
 - Communicated on Seesaw;
 - Published on Facebook;
 - Postcards sent home
- Recording and monitoring of behaviour

Implementing the Conduct Structure

Luddenham Public School Traffic Light Behaviour

Our Core Rule Statements

Be respectful (use a polite voice, treat one another and school staff with dignity and respect, care for property of others, maintain a neat appearance, attend school every day and try your best)

Be safe (behave safely, keep hands and feet to yourself)

Be a responsible learner (attend school every day, behave responsibly, care for your own personal property and that of others, be prepared for each day of learning, attend school every day and try your best)

Procedures

All students start on Green Level.

Green Level: These students follow the school rules and have access to all privileges and roles and responsibilities. At the final K-6 assembly of each term, these students receive a school merit award.

Amber Level: Students may be placed on amber level at the discretion of the classroom teacher or Principal. Amber level means a warning, but has no formal consequences, although the classroom teacher may choose to impose a consequence such as time out. The student will be on Amber level for 2 weeks. **If a student is on amber level 3 times in one semester, they are escalated to Red level.** The classroom teacher will keep record in SENTRAL of formal movement to Amber. A letter will be sent home to parents if child is placed on Amber level. The Principal must be informed when a student has had 2 Amber levels to allow for intervention.

Red Level: Students who move to Red (for either classroom or playground infringements) have no access to extra-curricular activities, including play, canteen (except for lunch orders), sport monitor, excursions, visiting performances and or special responsibilities etc. There is also a 5 day detention during lunch which will be held in a classroom with the rostered member of staff. A behaviour card will be issued and the child will be on this monitoring system for 2 weeks. A note is sent home to the child's parents to inform them of the detention. A phone call will be made and the parent will be asked to attend a meeting at school. If a child has 3 Red levels in one semester, a short suspension is imposed.



Luddenham Public School – Behaviour



Behaviours leading to Amber Level (Minor)	Amber Level Behaviour	Red Level Behaviour	Suspension
Pushing in ~ in lines / or class	Repeated minor behaviours	Repeated Amber Level behaviours	Repeated verbal abuse of all staff / parent helpers / casuals / scripture teachers
Pushing / shoving	Deliberate physical contact	Swearing- at a student, staff or parent	Violence resulting in injury
Teasing/name calling	Swearing	Destruction of property	Using or possessing a suspected illegal substance
Inappropriate words/ gestures	Misuse of technology	Physical violence	Using or possessing a prohibited weapon, firearm or knife
Late to lines	Intentionally hurting others	Bullying	Repeated disobedience and failure to complete work in class and the library
Unsafe Play	Using objects as weapons to hurt someone	Threats and violence towards all staff / parent helpers / casuals / scripture teachers/ students	
Manipulating others	Intimidation of others	Sexually inappropriate behaviour/ language	
Back chatting teachers and other helpers	Repeated teasing	Leaving school grounds without permission	
Excluding others	Refusing to follow instructions		
Telling lies or stories	Damaging property or equipment		
Disrupting the games of others	Bullying		
Speaking unkindly	Being disrespectful to staff		
Out of bounds			
Not following set rules in a game			
Playing in toilet / bubblers			
Misuse of sport or game equipment			
Not following instructions			

LUDDENHAM PUBLIC SCHOOL

Principal: Mrs Karen Ellis

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Luddenham Public School Discipline Policy Amber Level Letter

Dear _____, Date _____

This letter is to inform you that your child _____ has been placed on Amber level today for their repeated misbehaviour at school.

In particular your child _____

Your child's behaviour will be monitored for 10 school days and the school will work with your child in developing positive behaviour strategies to move back to green level. Please discuss this matter with your child and sign and date the letter together and return it to school the next day. Our school's core rule statements below are a reminder of our school's expectations for all students in our school.

Be Respectful: use a polite voice, treat one another and school staff with dignity and respect, care for property of others, maintain a neat appearance, attend school every day and try your best.

Be Safe: behave safely; keep hands and feet to yourself

Be a Responsible Learner: attend school every day, behave responsibly, care for your own personal property and that of others, be prepared for each day of learning, attend school every day and try your best.

Yours sincerely,

Teacher _____ Date _____

Teacher's Signature _____

Amber Return Slip to School

Child's name _____ Class _____

Parent signature _____ Date _____

Student signature _____ Date _____



Education
Public Schools

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Red Level Note

This note is to inform you that your child:

Name: _____ Class: _____

Date: _____

is displaying behaviours that have resulted in placement on Red Level Behaviour as stated in our school's Discipline Policy.

As your child has been placed on Red Level, he/she will be required to attend 5 lunchtime detentions and be monitored for 10 days on a Red Card system.

Your child has demonstrated the following behaviours:

	Physical – eg pushing, poking, shoving, touching
	Verbal – eg calling out, talking, teasing, back chatting, making noises, inappropriate words, speaking unkindly, swearing
	Attention seeking – making noises, annoying others
	Disrespectful – not following instructions or rules
	Misusing equipment
	Incomplete work – off task
	Poor Manners – disruptive behaviours, taking things without asking
	Social – excluding others, not working well in a group
	Wandering around class / out of seat / out of bounds / late to lines/ running on concrete / playing in toilet

Please talk to your child about the need for appropriate behaviour at school. Should you wish to speak to the Principal, please contact me to make an appointment.

Please sign below to indicate that you have received this letter.

Yours sincerely,

Karen Ellis
Principal

I am aware that _____ has been placed on red level and I will work with the school and _____ to improve his behaviour at school.

Parent signature: _____ Date _____

Behaviour Monitoring Card

Name: _____ Week: _____ Term: _____



Be Respectful. Be Safe. Be a Responsible learner

	Day 1	Day 2	Day 3	Day 4	Day 5
Morning session					
Recess					
Middle session					
Lunch					
Afternoon Session					
Student comment Signature					
Principal's signature					
Parent comment and signature					

Teachers: Please record a score from 1 to 5 in the box and then initial

5: Excellent behaviour

4: Good behaviour – no more than 1 rule reminder required.

3: Acceptable behaviour – may have needed to have two reminders but the student responded well to this.

2: Inconsistent behaviour – the student required several rule reminders and/or responded poorly to the reminders

1: Unacceptable behaviour, including disruptive behaviour or behaviour that interrupts the learning of others

Student: This card is to help you monitor how your behaviour is going. Keep trying hard!! Your teacher and parent will negotiate a reward for every day that all of your scores are 3 or higher!!

Suspension, Exclusion and Expulsion from School

At the higher end of the graded scale of responses to penalty for unacceptable behaviour are the procedures specified in the document “Suspension, exclusion and expulsion of students from school and procedures for declaration of place vacant”.

Suspension highlights for the student and the parents, the unacceptability of the student’s behaviour, and the parents responsibility for remediation of that behaviour.

The school, and the public school system, will work in partnership with parents in assisting the student to rejoin the school community. This will include the provision of counselling and access to special behaviour programs. As long as the behaviour is unacceptable, the student’s continued enrolment will be in jeopardy.

Principals of public schools will suspend, consistent with the procedures, any student who commits the following offences:

Possession of a Suspected Illegal Substance

The Government firmly believes that schools must be places which are absolutely free of illegal drugs.

Suspension is to occur immediately if the substance is being touted, held out or passed off by the student as an illegal substance, or on confirmation (in accordance with the relevant procedure on identification of illegal substances) that the substance is in fact illegal.

Under arrangements made with the NSW Police Service, the substance will be identified within 48 hours of the material being handed to the police by the school Principal. The cost of the identification is to be charged to the Department of School Education; the Police service will hold the substance pending any legal action.

Violence

Any student intentionally causing injury or threatening serious violence against another student or teacher is to be suspended immediately.

Possession of a Weapon

Any student in possession of prohibited weapon, or using, or threatening to use, any item or instrument as a weapon, is to be suspended immediately.

Continued Disobedience

The relationship between student and teacher should be based on mutual respect. Students, who, in their relationships with staff, are continually disobedient, insolent, or engage in verbal harassment and abuse, are to be suspended.

Criminal Behaviour

If behaviour is criminal or there is evidence of a suspected crime, the Police Service will be notified by the School. Students, like the rest of the community, are subject to the criminal law.