

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 presented to the classroom teacher upon arrival or departure.
4. Teacher is responsible to make contact after two days unnotified 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 1 – 6. The time guidelines are:-

1-2 maximum 2 hours per week

3-4 maximum 2 hours per week

5-6 maximum 4 hours per week

Kindergarten – Homework – Home reading

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 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 Administration block. 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. Students arriving at school before 8.30am are required to sit on the assembly seats and wait until the teacher arrives on duty at 8.30am.
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)

****Note 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 – ‘STARS’
- Exclusion from selected school activities
- Compensation / restitution for damages
- Guaranteed conduct targets (“Self Management Card”) **Red Card**
- Notification of police
- Suspension from school
- Exclusion from school

*** (Refer to “Rights and Responsibilities”)*

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 & 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
- Bike compound area
- Behind all classrooms, Library and Canteen
- Under demountable buildings

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 – Class awards, library
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. These are then placed in the PBL Caught You Being... box and there is a school draw each Monday morning. Lucky winners are awarded a small prize.
- 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 Principals 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 Principals 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;

Teacher praise, both verbal and non-verbal;

Special assemblies where parents and friends are invited;

Advertising achievements on Northern Road sign.

- PBL award system – Draw each Monday and names in our Newsletter

Respectful

Responsible

Safe

Success

- Recording and monitoring of behaviour

Implementing the Conduct Structure

Action on Misbehaviour

Any incidents involving misconduct by a student will be recorded on the STARS data base. When three recordings are made against a student over a short period of time (e.g. 2 wks), the action for dealing with persistent misbehaviour will be invoked.

In the classroom and playground we utilise a time out place designated by the classroom teacher for students to think about their behaviour. The timeout procedures are used across K-6 classrooms. Students are given warnings to stop behaviour and if behaviour persists the student is placed in time out for 3-5 minutes depending on the age of the student. Students complete a time out slip stating the reason why they are in timeout and the behaviour that they will do next time. If a student is placed in timeout twice during a session, they will be sent to a Buddy class for timeout.

If a student is placed in timeout during recess and lunch, the student will be asked to sit on the soft fall area or the silver seat for a teacher specified time and will miss out on play.

If a student persistently misbehaves, they can spend time out in the Principal's office for half of their recess or/and half of their lunch.

Any one incident of serious misconduct may lead immediately to a student being placed upon a Self-Management Behaviour Program or the Department of School Education, "Suspension, Exclusion and Expulsion Policy" being invoked.

Action on Persistent Misbehaviour

1. Teacher –Teacher will contact parent by phone or face to face to discuss the student's behaviour. During this conversation concerns will be discussed and strategies will be established to alleviate the student's misbehaviour.
2. If behaviour persists the student will be placed on a Self-Management Behaviour Program. Parents/Caregivers will again be contacted by letter requesting an interview to discuss the Self-Management Behaviour Program with the Class Teacher and Principal before the student is placed on the program. A student who has been placed on a Self-Management Program will be issued with a card which will be presented to the Class Teacher at the end of each session. The Class Teacher will record a comment about the student's behaviour during the session. After a reasonable amount of days with positive comments (as determined by the Principal) the student will be removed from the Self-Management Behaviour Program. Parent/Caregivers will be given regular feedback on their child's progress.
3. If no improvement is shown, or if behaviour deteriorates further, Department of School Education, "Suspension, Exclusion and Expulsion Policy" may be invoked.

Self Management Cards may be issued for the following reasons:

- a) Persistent disrespect, rudeness, insolence
- b) Persistent noisy or disruptive behaviour
- c) Vandalism, damaging fixtures or property
- d) Swearing or spitting
- e) Bullying, thuggery, harassment
- f) Racist behaviour or comments
- g) Verbal or physical assault of a teacher
- h) Refusal to attempt a required task
- i) Stirring, proactive behaviour
- j) Fighting

Self-Management Card

Name: _____		Date from: _____ to: _____		
8.30 – 11.00	Recess	11.30 – 1.00	Lunch	1.45 – 3.00
Date:				
Date:				
Date:				
Date:				
Date:				

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.

LUDDENHAM PUBLIC SCHOOL

Principal: Mrs Karen Ellis

24 Jamison Street, LUDDENHAM NSW 2745

Phone: 02 4773 4111

Fax: 02 4773 3163

Email: luddenham-p.school@det.nsw.edu.au

Website: www.luddenham-p.school.nsw.edu.au



TEACHER – PARENT/CAREGIVER CONTACT FORM

Name: _____ Class: _____ Date: _____

Dear _____,

This Teacher/Parent/Caregiver Contact form has been designed to inform you of problems being experienced with/by your child at school. It is hoped that your early knowledge of the problem will strengthen cooperation between the family and the school to alleviate the problem.

Type of Problem

Attitude

☐

Playground Behaviour

☐

Classroom Behaviour

☐

Explanation of Problem

Please contact _____ at school to arrange a mutually convenient interview time to discuss this matter.

Teacher _____

Principal _____