



ST COLUMBA'S PRIMARY SCHOOL BERRIGAN DISCIPLINE POLICY

The School Discipline Policy at St Columba's Primary School aims to provide a safe, caring and supportive learning and teaching environment. The policy helps students to demonstrate responsible behaviour and a sense of self worth, and respect and consideration for the feelings, rights and property of others. It also aims to maximise opportunities for learning and teaching. Procedural fairness is used in dealing with all issues.

We believe that positive behaviour can be developed and supported through:

- the provision of a relevant and age appropriate curriculum
- the provision of opportunities to negotiate learning tasks
- encouraging students to make positive choices about how to satisfy their needs
- high expectations for students and their learning
- empathy for students' out-of-school lives'
- acknowledgement, reinforcement and feedback for appropriate behaviour
- norm-setting
- the provision of time out for students so that teachers can get on with teaching.

Students develop their own set of Classroom Norms and Consequences in co-operation with the teacher, that reflect our school code of behaviour. Classroom consequences are agreed, logical, clear and appropriate. As a guide, class rules may encompass the following:

- Communication eg. or "talking rule"; hands up; working noise
- Learning eg. on task expectation; how to ask for help
- Movement eg. in and around the room; lining up; chairs
- Treatment eg. the way we treat one another; property; furniture
- Problem Solving eg. the way we "fix up" problems with others
- Safety eg. use of equipment; safe behaviour.

The Principal is involved in dealing with inappropriate behaviour which is repeated, illegal, dangerous or totally unacceptable. The school does not hesitate to contact parents when behaviour and discipline issues arise at this level. Parent support makes a difference. Parents will be called immediately to "Take Home" their child if a student reaches the suspension or exclusion level of the discipline policy.

Corporal Punishment will not be used at St Columba's Primary School.

St Columba's Berrigan does not condone corporal punishment by parents and care givers in relation to incidence that occur at school.

St Columba's Primary School has adopted the Diocese of Wagga Serious Offences Policy available in the Diocesan Policy folder under Section 6.5.1

Procedural Fairness

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom the allegation has been made to:

- know the allegations related to a specific matter 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 the allegations
- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker.

Procedural fairness includes making available to students and parents or caregivers the policies and procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This will usually involve providing details of the allegations made in witness statements and consideration of witness protection. As part of ensuring the right to be heard schools should establish any need for parents/caregivers to be provided with interpreter services and, if required, make arrangements for such services to be available.

Whilst it is generally preferable that different people carry out the investigation and decision-making, in the school setting this may not always be possible. If the principal is conducting both the investigation and decision-making stages, he or she must be reasonable and objective. To be procedurally fair, the principal must act justly and be seen to act justly.

Whilst it is difficult to combine the roles of investigator and adjudicator, it is acceptable to do so given the nature of a principal's responsibilities. Nevertheless, it may be preferable to have another appropriate officer, such as an independent person, carry out the investigation where possible. The review mechanism adds to the fairness of the process.

In matters where long suspension, expulsion or exclusion is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness. This includes the offer of having a support person/observer attend formal interviews. The key points of the interview/discussion should be recorded in writing.

(Taken from Registration Systems and Member Non-government Schools (NSW) Manual, p.51).

Revised 2015.

Discipline Management Plan

Positive Behaviour for Learning (PBL)

If a child at St Columba's is displaying inappropriate behaviour it is important that the matter is dealt with consistently and immediately after the fact. Staff have developed a Code to model positive student behaviour. All staff actively promote appropriate behaviours with students through constant verbal, relational and symbolic encouragement and praise. Regular use of descriptive feedback and

encouragement is to be the norm. Clear steps to identify and correct behaviours are identified and a reward system put in place to promote positive behaviour outcomes.

At St Columba's - Strive to be your best self.

This is our Code:

Right Place, Right Time, Right On

Be Safe, Have Fun

Learn and Let Learn

Kind Words, Kind Actions

Rewards for Following our Code

- Positive reinforcement and praise
- Dojo points - awarded by staff members in each session - including recess and lunch times for students displaying good examples of our Code
- Weekly awards
- Prizes for individuals achieving agreed upon dojo points levels
- Whole class rewards when combined dojo points reach agreed upon targets

Consequences for not following our Code

- Staff Member to give student 2 verbal warnings
- If behaviour is not corrected after 2 warnings, the student has classroom timeout - 5 minutes in the classroom designated area and a behaviour slip is completed noting the code that has been broken
- Further breaking of the codes, or for a severe offence, the student will have an out of class timeout in the office area - 10 minutes in the designated area in the Administration Building where they will fill in a reflection sheet.
- Out of classroom timeout also instigates an automatic lunch time coaching and explanation note home to parents/carers.
- Warnings reset after each break
- Automatic time out of class/playground if the breach is a safety issue or hands on.
- These consequences also apply during recess and lunch times and the Playground timeout area is the seat outside the Administration Building

Behavioural Observations - Chronicle Entries

Out of classroom time-out requires a student to complete a behaviour reflection sheet and the staff member issuing the time-out are required to complete a Behaviour Observation Chronicle in Compass. Templates are set up for behaviour observations and parent communication entries.

Discipline procedure for serious offences.

For serious offences please follow CEDWW Suspension, Exclusion and Expulsion Policy for Serious Offences

Revised Feb 2020. Due to be reviewed again in 2023