

# KIRRAWEE PUBLIC SCHOOL

## STUDENT WELFARE POLICY

### Statement of Purpose

KIRRAWEE Public School endeavours to promote, for **all** students and staff, a healthy, safe, structured, supportive, secure and caring environment that is conducive to teaching and learning.

### Aims

To provide a positive, happy and safe learning environment in which all staff:

- assume responsibility for student welfare;
- are confident, skilled and proactive in the management of student welfare issues;
- explicitly teach values of respect, responsibility, cooperation, excellence and fair go.
- provide successful experiences for all children;
- provide a supportive environment where all children feel safe, and where a sense of belonging and wellbeing are strengthened; and
- understand communication processes and protocols to ensure the effectiveness of student welfare support.

To provide a positive, happy and safe learning environment in which all students:

- apply themselves to learning through positive behaviour learning skills;
- make positive choices and take responsibility for their actions; and
- develop positive social behaviours and problem solving skills.

### Implementation

- Student Welfare is a shared responsibility between school, home and the community.
- The school will appoint a committee which will coordinate student welfare across the school.
- The school will adopt a proactive and strategic stance with issues of student welfare, rather than operating in a consistently reactive mode.
- The school will implement welfare support structures and programs that prioritise and address the identified needs of individual students and the school as a whole.
- The school will endeavour to implement and maintain programs such as:
  - Student Awards
  - Anti-Bullying
  - Peer Support
  - Child Protection
  - Drug Education
  - Transition to School
  - Kindergarten Buddy System
  - Leadership programs
  - Student Representative Council (SRC)
  - Individual Education Plans (IEPs)
  - Student Welfare Programs
  - Active and Healthy Lifestyle programs

- The school will provide the following support structures:
  - School Counselling Service
  - Learning Support Team (LST)
  - Support Teacher Learning Assistance (STLA)
  - English Second Language Teacher (ESL)
  - Anti-Racism Contact Officer (ARCO)
  
- The school will also access outside services, as necessary, to provide support for students and staff which include:
  - Behaviour Support Team
  - Student Welfare Consultant
  - Learning Assistance Team
  - Speech Therapy
  - Intensive Reading
  - Integration Consultant
  - School Nurse – ( see Appendix 5 for notification information)
  - Mental Health Team
  - Department of Community Services (DOCS)
  - Youth Police Liaison Officer
  - Employment Assistance Program (EAP)
  - Staff Welfare Officer support
  
- The school will endeavour to cater for children identified with specific welfare issues by creating support groups, developing appropriate individual programs that include goals, monitoring performance and behaviour, and providing ongoing support.
  
- Longitudinal data will be collected regarding frequency and types of welfare issues, so as to measure the success or otherwise of school-based strategies and approaches.
  
- The school will comply with all privacy issues in accordance with current legislation and departmental requirements.

## References

- Strategies for Safer Schools: Phase 1 & 2 1995
- Student Welfare, Good Discipline and Effective Learning 1996
- Protection from the Sun 1997
- The Playground: Best Practice in Primary Schools 1999
- Anti-Bullying: Best Practice in Schools 1999
- Student Discipline in Government Schools – Support Materials at [https://www.det.nsw.edu.au/policies/students\\_serv/discipline/stu\\_discip\\_gov/implementation.shtml](https://www.det.nsw.edu.au/policies/students_serv/discipline/stu_discip_gov/implementation.shtml)

## Introduction and Reinforcement of the Student Welfare Policy

- Teachers will discuss this policy with classes upon ratification.
- The community will be made aware of the policy in the weekly newsletter
- This policy will be posted on the school's website.
- The policy will be published.

### Values Education informing Positive Behaviour for Learning and Wellbeing

Value	Expectation
<b>Excellence</b>	Participate Do your best Have a go Keep trying It's OK to make mistakes
<b>Respect</b>	Accept others' differences Listen to others and value their opinions Consider others in the class, group or team Have good manners Look after other people's belongings and the school
<b>Responsibility</b>	Look after your own belongings Come to school on time and prepared for learning Hand work in on time Do things for yourself Don't blame others Accept that learning is up to you Put things away in the right place Be in the right place at the right time Tell the truth Own up if you are in the wrong Wear a hat – 'No hat, no play' Hand in lost property or lost money Wear your school uniform Do the right thing
<b>Cooperation</b>	Do what teachers ask you to do Cooperate with other children Join in Be kind Be a good friend Stand up for others Forgive others Look after each other Think how the other person feels Work well in the team or group
<b>Fair Go</b>	Treat people fairly Follow the rules of the game Include others in games Play fairly

## Care and Supervision of Students

### School Procedures

- The school operates between the hours of 9.30am and 3.30pm.
- Formal supervision of the playground operates from 9.00am.
- Supervision of students using bus travel, in the afternoons, operates until 3.50pm (approx).

### Bell Times

9.00am	Students wait on the top playground seats and when teacher on duty instructs them to go to play in the top playground area
9:30 – 11:30am	Teaching/learning time
11.30am – 11.55am	Recess
11.55am – 1:40pm	Teaching/learning time
1.40pm – 2:05pm	First half of lunch
2.05pm – 2.30pm	Second half of lunch
2:30pm – 3:30pm	Teaching/learning time
3.30pm	Home Time

### Out of Bounds Areas for unsupervised play include:

- outside the fence line;
- the administration building;
- all classrooms and hall if unsupervised;
- driveway;
- the areas behind Blocks C, E and F;
- the areas in between Blocks A and B
- the COLA
- the verandah near the hall.

### Before School

- On arrival, students are to leave their school bags outside classrooms.
- Students arriving at school before 9.00am are required to sit on the primary silver seats after they place their bags in lines outside their classrooms.
- At 9.00am, the teacher on morning duty will allow the students to play on the primary asphalt and grassed areas.
- Only small ball games are permitted in the playground before school.
- At 9.30am, the students line up for assembly on Monday and outside classrooms on other days.

### Recess

- All students are to move to the silver seats at the start of recess.
- Students will be released to play when finished eating and the area is clean.
- Handball and running are not permitted under the COLA.
- At the end of recess, students are to remain seated on silver seats in class areas until teacher takes them to do class activity.

### Lunch

- From 1:40pm, students are supervised eating by duty teachers on silver seats. Students are dismissed to the playground after they have finished eating.

- During lunch, the students may play on the asphalt and on the oval.
- At the end of lunch, all students are to remain seated on their respective silver seats until teacher takes them.

### **Playground Rules**

Detailed rules are updated and explained to students at the start of the school year. **Appendix A**

### **Canteen Use (Tuesday, Wednesday and Friday)**

- Students are permitted to use the canteen at recess and lunch.
- Class monitors collect lunches by 1.40pm.
- At lunch, the students are permitted to go to the canteen by the duty teacher when they have finished eating and the area is tidy.
- Students are not permitted to go to the canteen before 1.55pm or after 2:20pm.

### **Library**

- The library is open from 2:05pm Monday – Wednesday.
- Students are to line up at the red line near the quiet area for the librarian to get them.

### **After School**

- All students are to leave the school in an orderly way, via the front and side pedestrian entrances.
- Students are not permitted to leave the school via the car park, unless they are taxied.
- Students attending Before and After School Care are to proceed in an orderly way, to KOOSH after dismissal from class.

### **Bus Duty**

- Students are to wait for the duty teacher, on the seat at the end of the covered walkway at Clements Street gate.
- The duty teacher will supervise students waiting for buses, and as they board the bus.

### **Safe Travel by Bus**

#### **Getting on the bus**

- Wait at the school gate until the bus stops.
- Board the bus in an orderly way.
- Help younger and/or students with a disability to board the bus.

#### **Travelling on the bus**

- Be seated until alighting from the bus.
- Store bags away from the aisle.
- Keep all parts of your body and your belongings inside the bus.
- Talk quietly.
- Obey all instructions given by the bus driver.

#### **Getting off the bus**

- Move in a safe way to the doorway, after the bus has stopped.
- Help younger and/or disabled students off the bus.
- Wait on the footpath until the bus has moved away and then walk straight home.
- If crossing the road, wait until the road is clear and then walk safely across the road.

## **Wet Weather Procedures**

An announcement will indicate that wet weather procedures will replace normal duties.

### **Before School**

- Students proceed to COLA on arrival at school where duty teacher supervises students
- If instructed, all teachers supervise individual classes.

### **Recess**

- All students remain in classrooms or proceed to the COLA or hall.
- A teacher buddy system will apply for supervision.

### **Lunch**

- A teacher buddy system will apply for supervision.
- If you are on second-half duty, ensure you take the first half release in case the students go outside to play during second half of lunch.

### **Procedures**

- An Executive member will make the decision for wet weather procedures and any changes to wet weather procedures at half time during lunch duty.
- If students play outside in the second half of lunch, normal duty will apply. Students are to play on the asphalt or under the COLA.
- If it rains while on duty, send students to COLA or hall as appropriate.
- If a wet weather announcement is made during lunch, teachers will organise with buddy teachers for supervision in classes. If weather subsequently improves teachers can take students outside and share supervision, depending on remaining time.

### **Reminders**

- Duty teachers have playground visibility vest, assistance/sick-bay cards and whistles to take onto the playground.
- A playground duty bin contains equipment to assist effective communication with students.
- Students are not to be released into the playground until there is a teacher on duty.
- Duty teachers must be punctual for duty.
- Teachers on duty must remain on duty until relieved, or until all classes have been collected.
- 'No Hat, No play' system is in force. If a student has no hat, they must remain in the seating, shaded area.
- In an emergency (accident or behaviour), a student is to be sent with a Red Card to the office. Do not leave the playground unsupervised.
- An accident report must be completed for all serious accidents by the teacher on duty in the area where the accident occurred.
- The riding of bikes, skates, skateboards, roller blades and scooters to and from school is not permitted without a special permission.
- No students are to be in any rooms unless given permission by a teacher.

## Practices to Recognise and Reinforce Student Achievement

In our endeavour to guide students towards self-discipline, the staff will employ consistent and caring behaviour, and use many and varied forms of positive reinforcement of correct and acceptable behaviour. Students should always be commended for doing the right thing and displaying the Schools' Values. The school uses the following formal practices to recognise and reinforce acceptable student behaviour.

- **Notice of Good News**– a letter is sent home indicating the reason the teacher is pleased with the student. A copy of the letter is kept by the teacher. **Appendix 2**
- **Basic Units of Goodness (BUGs)** – Students are awarded a BUGs tokens for good behaviour in the playground, in classes and in all other school activities including assemblies, scripture, library, RFF classes etc. each week to purchase food at the canteen. BUGS can also used to support the School Award System. Presentation of three (3) BUGS to the class teacher, will result in 1 sticker for the awards chart.
- **Values Certificates** - are presented in all classes each week for displaying the school's values. One (1) values certificate will equal 1 sticker for the awards chart.
- **Sports / Fitness Awards** – Awards will be given to students who try their best to improve their physical fitness, participate fairly and cooperate with others on the sporting field and in games, improve their motor skills. One (1) values certificate will equal 1 sticker for the awards chart.
- **School's award system** – Students in all classes receive awards at Weekly Assemblies.
- **Class of the Week** – A trophy is awarded at the K-6 assembly each week to the class with the best behaviour at assembly. This class is entitled to use the tables and seats in the 3-6 eating area and a fruit platter is prepared by the canteen and presented for eating by the class on Tuesday at recess.
- **Annual Presentation Day Assembly** - Recognition of student achievements in all areas of school life. Trophies, certificates and medallions are issued to students.

### School Award System

To assist teachers in achieving a positive learning environment, there is a SCHOOL AWARD SYSTEM.

#### Award Chart

Each student will receive an Awards chart. The Awards charts will be kept in the classroom.

The chart has 10 boxes on each of the 7 lines. The boxes are for small, spot stickers.

These stickers are presented for academic achievement, progress, improvement, effort, etc. After completing a line of stickers the student will be entitled to an award.

- Step 1.**           **Awards, Sports/Fitness and Values Certificates** presented in weekly assemblies.
- Step 2.**           **3 Bronze Awards** = 1 Silver Award presented at weekly assemblies.
- Step 3.**           **3 Silver Awards** = 1 Gold Award presented at weekly assemblies.

**Step 4.**        **3 Gold Awards from K - 6 = 1 Principals Medal** presented at weekly assemblies.

- All Bronze and Silver Awards operate on an annual basis and cannot be transferred to the following year.
- Gold Awards are collected across all years K - 6 for the presentation of a Principal Medal, ie if a student attains a Gold Award in Year 2, another in Year 4 and one in Year 5, he/she is entitled to a Principals medal.

### **Classroom Rules**

Classroom rules are based on the school values. The values are displayed in the classroom and are referred to as required. Classroom behaviour requirements are established in all classes, with the involvement of students, in the first weeks of the school year.



## Practices to Deal with Unacceptable behaviour

**Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.**

### In the playground

The teacher on duty needs to deal with any issues that occur in the playground. This immediate action may include using **restorative practice and questioning, counselling, school service, time out or can mean excluding** the offender from the playground.

A **detention** can be given for violent behaviour or non-compliance. It is the responsibility of the duty teacher to record this behaviour in the Detention Book, kept in the staffroom.

It may be necessary to record incidents and actions in the **Student Welfare Profiles**, or record name and incident on playground clipboard. Clipboards are kept in the Playground Duty Bins together with portable megaphone and bell.

After an incident has been dealt with it may be necessary to speak to the students class teacher or supervisor.

Reports of unfair play, aggressive behaviour, students being excluded and not permitted to join in play need to be dealt with appropriately.

In serious situations requiring assistance, send another student to the office, with a red card – A teacher needs help.

The duty teacher may suspend play for all students if the playground needs a clean-up or an unsafe situation arises. A blue card – Play needs to be stopped, please ring the bell, can be used if necessary.

Consistent pattern of unacceptable behaviour will result in supervisor/LST referral.

### In the Classroom

The teacher may use a variety of personal behaviour management techniques when dealing with unacceptable behaviour.

This may include a system of warnings, time out area in the classroom, sending the student, with work, to a buddy teacher or supervisor, parent notified by **Notice of Concern** (Appendix 3), phone call or meeting.

Consistent pattern of unacceptable behaviour will result in supervisor/LST referral.

In extreme situations another student may be sent to the supervisor with red card (A teacher needs help).

### **Serious cases of misbehaviour: suspension and expulsion**

(as per DET guidelines)

- The principal may take action to suspend a student from school when the student is guilty of gross insolence, persistent disobedience, or physical or verbal violence, sexual harassment or assault
- In determining whether a student's behaviour warrants suspension, the principal will consider the welfare of the student, teachers and other students in the class or school (a guiding principle is that the unacceptable and disruptive behaviour of one student should not be allowed to interfere with the educational progress of other students and/or threaten the well-being or motivation of teachers).
- In urgent circumstances the principal may suspend the student immediately
- The director-general makes decisions regarding expulsion; expulsion means that the student may not attend NSW Government schools and this occurs only in the most extreme cases of inappropriate behaviour.

### **Excursions, Cultural Performances, School Activities**

- Excursions, cultural performances and school activities are part of the enrichment program of the school, and children are encouraged to attend all such activities arranged by teachers. Full school uniform, unless otherwise stated, must be worn on these occasions.
- All students must abide by Positive Behaviour for Learning whilst on excursions or representing the school. Parental permission is required for attendance at all of these events.

### **Players' Code of Conduct in Sport**

The school is involved in inter-school sport (PSSA) and a variety of sports activities. Any student representing the school is expected to do so in a manner that will be a credit to themselves and the school. All participants in sports activities must abide by the Players' Code of Conduct.

- Play for the fun of it.
- Work equally hard for yourself and your team.
- Be a good sport and encourage your fellow team members.
- Cooperate at all times with your coach, team mates and opponents.
- Compete by the rules and always abide by the referee/umpire or touch judge decisions.
- Control your temper and behaviour whilst on and off the playing field and make no criticism either by word or gesture.
- Whilst on the sidelines do not touch any sporting equipment. Sit and support your participating school mates.
- Be modest in success and generous in defeat (ie. don't show off when successful or be a bad sport when defeated).

### **School Uniform**

- The wearing of school uniform is strongly encouraged at Kirrawee Public School as per the guidelines of the School Uniform Policy (attached). If a student is not able to wear the school uniform due to unforeseen circumstances, a uniform pass is required to be obtained at the beginning of the day.
- The wearing of school hats is compulsory.
- Jewellery is not to be worn to school except watches, modest earrings .

### **Prohibition of Drugs and Weapons**

- Students are prohibited from smoking, consuming alcohol or using illegal drugs within the school premises, while engaged on teacher-organised activities outside the school or going to and from school.
- Possession of certain weapons is a criminal offence under the provisions of the Prohibited Weapons Act, 1989.

**If the principal becomes aware that a student or any other person is in possession of drugs or weapons on school premises or at a school activity, the police will be contacted.**

