Our Lady of Mercy
Catholic Primary School

Student Behaviour and Welfare Policy

This policy is a *protocol* for assisting and supporting teachers in their work and is designed to coincide with the classroom *behaviour philosophy*. **This policy is NOT a behaviour philosophy.** Classroom behaviour philosophies are the responsibility of the individual teacher and should focus on developing student relationships, collaboration, respectful interactions and creating a safe and positive learning environment. This document and its contents should be used as a tool for managing processes and protocols in relation to student behaviour and welfare.
Rationale:

Our Lady of Mercy is a community that exemplifies the Gospel values in particular those of love, forgiveness, truth, justice and integrity. Our School will focus on building and restoring relationships by respecting one another, being gentle in our interactions and focusing our energies on solutions. At our school, we recognise the dignity of the individual person and provide an environment, which encourages all persons to grow and flourish in the image of God.

As set out by the CEOWA Pastoral Care Framework:

*The life of every human person is seen to have a God given value and meaning which is enhanced in a school community whose atmosphere is permeated with the Gospel spirit of Freedom and Love. All members of the school community have a fundamental right to be treated with respect and, for students and school staff, to learn and teach in a safe and supportive environment.*

All members of Our Lady of Mercy will act and make decisions based on the Gospel values, following Christ’s example. The CEOWA Mandate further states:

*Promoting the ethos of a Catholic School community calls each member of its community to give Christian witness. It means avoiding deliberate behaviour that conflicts with the teachings of Christ.* (para. 90)

Based on Restorative Practice, the Discipline Policy incorporates the Pastoral Care philosophies that:

- Place value on respect, honesty, humility, mutual care and respect
- Share feelings and opinions truthfully
- Build a sense of citizenship and community along with healthy equitable and just relationships
- Promote accountability, wellbeing, healing and connectedness
- Bring together those affected by a wrongdoing in a safe and controlled environment
- Restore dignity and wellbeing of those that may have been harmed
- Work together to determine how best to deal with the aftermath of the incident

*Discipline in the school should reflect Gospel values.*

AIMS:

1. To foster an environment conducive to each individual student, teacher and parent to support them in reaching their potential.
2. To foster self-discipline and develop responsibility for one’s own behaviour
3. To affirm respect of self, respect of others, respect of place and of property
4. To assist parents and caregivers in developing and maintaining their child’s educational, physical and pastoral needs
5. To acknowledge the worth of all members of the community and their right to work and learn in a positive, harmonious, safe and supportive environment guided by the Gospel values.
IMPLEMENTATION EXPECTATIONS:

The implementation of any policy at Our Lady of Mercy requires the active participation of all staff, students and parents/caregivers.

- Behaviour management and the welfare of students is a key responsibility of all staff
- At the beginning of each year, classroom rules and expectations are established with consequences clearly communicated to students and parents/caregivers.
- Maintaining clear, transparent and frequent communication between parents, staff and students is highly encouraged.
- Developing good manners and positive social skills should be incorporated into classroom management protocol
- When responding to inappropriate behaviour in the classroom or playground, staff are to investigate the events that led to the behaviour, consider the context and discuss these with all students involved (including guiding students in regards to appropriate and inappropriate choices).
- When responding to a student welfare incident, staff are to record all incidents on the Student Welfare Observation Sheet (see Appendix III) and SEQTA. Staff are to discuss any reoccurrences with the Assistant Principal and Principal. As a team, the best course of action will be decided upon.
- Staff are encouraged to attend professional development in order to deliver behaviour management strategies that are up to date with current research and practice.
- It is essential that a consistent and united approach to the management of students’ behaviour apply at all times.

Catholic Primary School encourages and affirms positive behaviour in students.

Throughout the school day many opportunities arise for recognising a child’s effort in the classroom or in the playground. A teacher may use the following reinforcing techniques:

- smile
- verbal praise
- general comment of encouragement or appreciation
- stickers
- encourage students to take items of work home to show parents
- showing of work to another teacher/class
- allowing student to choose own reward or activity from a list compiled by teacher
- sending home ‘good’ messages
- free time on completion of set work in the classroom
- displaying student’s work in library or public place
- be a class assistant for the day
- letters of commendation
- merit awards
- visit to the Head of the School
- visit to the Principal
SCHOOL RULES

School rules are located in Appendix I of this document. In addition to playground, supervision and bullying rules the following core school rules will be adhered to at all times:

1. Respect yourself, others and property (school and environment)
2. Listen to your teachers and follow directions quickly
3. Be safe, play safe
4. Abide by Our Lady of Mercy school policies at all times

Any behaviour that challenges the day to day running of the classroom / school and interferes with a positive and harmonious learning environment is considered “misbehaviour”

It is the responsibility of the class teacher, or teachers on playground duty to deal with misbehaviours and enforce the consequences. Some strategies that can be used to deal with student misbehaviour include:

- Teacher speaks privately with the student using Affective Statements
- Restorative Conversations
- Restorative Thinking Programme
  - Verbal/Visual Cues
  - Go to Restorative Thinking Place and fill out a Restorative Thinking Plan
- Mini Conference involving Principal, Assistant Principal, teacher and student
- Classroom Conference may be required

MINOR BEHAVIOUR INCIDENTS

Minor behaviour incidents can be managed at a classroom level following the teacher’s preferred behaviour management system and individual classroom rules. Classroom rules operate under the umbrella of the Our Lady of Mercy ‘School Rules’ (Appendix I) and both must be adhered to. Teachers are to record anti-social and inappropriate behaviours on the Behaviour Tracking Sheet (see Appendix IV)
CONSEQUENCES

1. Inform student of inappropriate behaviour using Affective Statements, remind student of the rules and / or appropriate behaviour to redirect them to behave appropriately.

2. Issue the first warning and redirect the student to appropriate behaviours, use Restorative Conversations: Restorative Conversations model respectful dialogue and include the language of restorative enquiry at time of disruption. Restorative Conversation Questions:
   - What is happening?
   - What were you thinking?
   - Who do you think is being affected?
   - How do you think they are being affected?
   - What do you need to do to put it right?

3. Issue 2nd warning, remove student from the group for 5mins to reflect and review. Speak with the child privately about their behaviour before returning them to the group. The Restorative Thinking Programme (RTP) assists teachers with the management of disruptive behaviour in the classroom by supporting students rethink, plan and restore their working relationship with the teacher.

4. Issue 3rd warning, remove from group. Student to complete a ‘RTP Think Sheet’ (Appendix III) which needs to be signed by the Principal / Assistant Principal before going home to the parent for a signature. This then needs to be returned to the class teacher. If disruption continues student is sent to RTP place. (Buddy Class). Students complete an RTP plan and return to class to discuss with teacher restoratively. In this way class disruption is transformed into a learning opportunity.

5. Should misbehaviour continue, Teacher to request a parent interview (Principal may sit in and support). This shall be due to patterns of anti-social or misbehaviour.

*Please note that teachers, as professionals in their field, will modify this process depending on the individual needs of the student

MAJOR BEHAVIOUR INCIDENTS

Any behaviour that challenges the day to day running of the classroom / school and interferes with a positive and harmonious learning environment is considered “misbehaviour”

Major incidents include
- Verbal abuse or discrimination
- Physical abuse or discrimination
- Disrespect of property, person or place

Where any of the three incidents listed above occur, it is acceptable to issue a red card immediately.

All major behaviour incidents must be logged onto SEQTA within 24hrs. This includes playground incidents that that duty teachers witness or deal with during their supervision. Staff can access SEQTA at [http://olom.ta.cathednet.wa.edu.au](http://olom.ta.cathednet.wa.edu.au) and use their surname.first name as a username and their Cathednet email password.

When a major incident occurs:

1. Teacher issues Red Card Incident Form and completes Red Card Tracking Form (Appendix II)
2. Sign & date the Red Card Incident form and make a copy to be sent to the office for the Principal / Assistant Principal. Send this home.
3. Parents sign & date the Red Card Incident form Acknowledgement Slip and this is returned to school to be filed alongside the Red Card Tracking Form
4. If a child receives three red cards, Principal is to call meeting with parents to discuss behaviour modification plan. (Teachers to keep record of red cards issued on the Red Card Tracking Form.)

At the Principal’s digression, a child issued with a red card may
- Be sent home immediately on suspension of one day but no more than two
- Be directed to miss out on either recess play, lunch play or both.
- In all circumstances, students will be required to write a genuine letter of apology (to show respect)

**MISBEHAVIOUR & SUPERVISION BEFORE & AFTER SCHOOL**

As stated in Our Lady of Mercy school rules:

**School Rules**
1. Whilst in the School uniform or when representing the School in any manner the highest standard of behaviour is expected.
2. Attendance at school prior to the 8.10am.
   a) **Children should not be on the School premises prior to 8.10am.**
   b) Children who arrive prior to 8.10am remain in the care of their parent/guardian and must go to the Under Cover Area where they are to remain seated. **No supervision will be provided prior to 8.10am and parents remain responsible for their children until 8.10am**
3. Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/ guardian or their confirmed nominee.
4. **Between 8.10 and 8.30am**
   1. Children may move freely about the School site however:
      i. No sports equipment is to be used.
      ii. The fixed play equipment is not to be used by either students or siblings.
5. **School dismissal is at 3:00pm. Between the 3:00-3:20pm**
   a. Students are to move quickly to their designated pick up area
   b. **Students, siblings and others are not to use school equipment or school playground equipment after the 3:00pm dismissal siren.**
   c. **No supervision after 3:20pm.**

**CHILDREN WHO ARE SICK**

1. Students who are unwell must remain home from school. Please call the office before 8:30am to advise the school that your child will not be attending.
2. Students need to stay home in the care of an adult to get well and to prevent spreading illness to others.
3. Please keep the school office up to date with current phone numbers so you or an alternate contact can be contacted if your child becomes ill or injured at school.

4. At all times the W.A. Dept. of Health Guidelines will be followed when dealing with infectious diseases. The incubation and exclusion periods are mandated and should be consulted by our office staff.

IN CIRCUMSTANCES WHERE A CHILD IS DROPPED TO SCHOOL BEFORE 8:10AM AND / OR LEFT AT SCHOOL AFTER 3:20PM WITHOUT PARENT SUPERVISION:

- The **Staff member who observed the child** is to record this on SEQTA in the pastoral care section
- The staff member is to inform the classroom teacher and issue the child with a **Reminder of Policy Notice / Letter of Concern** and an OSH club pamphlet. (See Appendix V)
- Should three **Reminder of Policy Notice** be sent home, a request for interview with the Principal is arranged to discuss parental duty of care with options to support their child in being at school during appropriate times.

IN CIRCUMSTANCES WHERE A CHILD IS USING PLAY EQUIPMENT OR PLAYGROUND EQUIPMENT PRIOR TO 8:30AM AND AFTER 3:00PM

- The **Staff member who observed the child** is to record this on SEQTA in the pastoral care section
- The staff member is to inform the classroom teacher and they are to record this in the **Minor Behaviour Tracking Sheet** (See Appendix III)
- If a child is at school after 3:30pm the staff member is to inform the classroom teacher and issue the child with a **Reminder of Policy Notice / Letter of Concern** and an OSH club pamphlet. (See Appendix V). If note is sent home, record onto SEQTA at [http://olom.ta.cathednet.wa.edu.au](http://olom.ta.cathednet.wa.edu.au) and use your surname.first name as a username and your Cathednet email password.
Our Lady of Mercy
Catholic Primary School

APPENDIX I

SCHOOL RULES

Goals:

- To foster an environment conducive to learning that promotes optimum growth and development of the individual
- To foster self-discipline and develop responsibility for one’s own behaviour
- To affirm respect of self, respect of others, respect of place and of property
- To assist parents and caregivers in developing and maintaining their child’s educational, physical and pastoral needs
- To acknowledge the worth of all members of the community and their right to work and learn in a positive, harmonious, safe and supportive environment guided by the Gospel values.
School Rules

School rules exist for the safety of within the community. At all times rules and their enactment should be consistent with Gospel values and reconciliation is a central value to the Gospel and should be the underpinning philosophy to the management of student behaviour.

School Rules

1. Whilst in the School uniform or when representing the School in any manner the highest standard of behaviour is expected.

2. Attendance at school prior to the 8.10am.
   c) **Children should not be on the School premises prior to 8.10am.**
   d) Children who arrive prior to 8.10am remain in the care of their parent/guardian and must go to the Under Cover Area where they are to remain seated. **No supervision will be provided prior to 8.10am and parents remain responsible for their children until 8.10am**

3. Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/ guardian or their confirmed nominee.

4. **Between 8.10 and 8.30am**
   5. Children may move freely about the School site however:
      iii. No sports equipment is to be used.
      iv. The fixed play equipment is not to be used by either students or siblings.

5. **School dismissal is at 3:00pm. Between the 3:00-3:20pm**
   a. Students are to move quickly to their designated pick up area
   b. **Students, siblings and others are not to use school equipment or school playground equipment after the 3:00pm dismissal siren.**
   c. **No supervision after 3:20pm.**

6. Children must be in class and ready for lessons to commence when the bell rings at 8.30am. (Under the Education Act 1999 students are required to be in class on time for lessons to commence at the start of the day.)
   a. Parents of children who are late for school are required to provide written explanation or a letter requesting explanation will be sent home with the child.
   b. Where a child is regularly late for school the Principal will commence a process, with the family, to address the concern.

**Guideline for teachers:**
*After three late notices signed by the teacher, the teacher will notify the Principal who will signed all other notices.*
*The Principal will enact a process to enforce the appropriate sections of Schools Education Act 1999.*

7. All forms of bullying are unacceptable and will be dealt with according to the School’s Bullying Policy.

8. Fighting and other actions that may cause harm to others are unacceptable therefore children should not:
   a. Touch, carry, grab or demonstrate aggression towards their peers.
   b. Throw any object.
c. Ride their bicycles on the school grounds.

9. School environment, property and equipment shall be respected at all times.

10. All students shall wear the appropriate school uniform in accordance with the School Uniform Policy. No child shall be permitted to attend any excursion unless in correct school uniform or in the clothing requested by the organizer of the activity.

11. All forms of communication shall be respectful.

12. Playground and class rules shall be followed at all times. It is the responsibility of the class teacher to regularly remind the students of these rules through classroom discussions and displays.

13. To facilitate the provision of safe play the children are asked:
   To play in the areas allocated by their play areas: **See Play Areas poster around school.** Play Areas poster must be displayed on all class notice boards.
   a. Not to:
      i. Enter any of the garden areas.
      ii. Go on the embankments:
         1. Near the car park.
      iii. Be in the library or classroom unless in the presence of a staff member.
      iv. Children are not allowed to play between the Junior Primary and the Pre-Primary Buildings.
   Veranda safety rules:
   v. Running on the concrete under the verandas and in the Under Cover Area is dangerous and therefore not permitted.
   vi. Ball games should not be played under or near the veranda areas
   
b. To support the school in the provision of the best environment possible children should not:
   d. Litter.
   e. Have chewing gum at school.

c. “No Hat No Play” in the Sun.
   Notes:
   f. Children are to wear their hats all year round.
   g. Children are not required to wear their hats going to:
      i. Under covered area.
      ii. Music Room.
      iii. Computer Room.
   At these times the children are in the sun for very brief periods and having a hat can cause distraction for the child.
   h. A child without a hat is permitted to be in:
      i. The Under Cover Area - if in the junior grades
      ii. Under the verandas if in the senior grades.
   i. Class teachers will establish an appropriate process to deal with children who repeatedly fail to bring their hat to school.

d. Personal games, toys and sports equipment tend to be expensive and treasured by the owner and as the School cannot guarantee the safety of the items they should not be brought to school.
APPENDIX II

MAJOR INCIDENT – RED CARD REPORT FORM

Goals:
1. To foster respect in order to honour others and care for their rights to be safe and learn/work
2. To interact with others in a non-violent manner and discourage anti-social behaviour
3. To foster each person’s sense of identity, self-esteem and respect the dignity of others
4. To foster respect and care for property and environment

Red card issued for major behaviour incidents

*Any behaviour that challenges the day to day running of the classroom / school and interferes with a positive and harmonious learning environment is considered “misbehaviour.”*

Major incidents include
- Verbal abuse or discrimination
- Physical abuse or discrimination
- Disrespect of property, person or place

*Incidents are to be recorded on SEQTA within 24 hours*
RED CARD INCIDENT (Major Behaviour)

Child’s Name: ________________________________
Class teacher: ______________________________
Issuing Teacher: _____________________________
Date: ________________________________

Red Card Incident frequency:

☐ 1st    ☐ 2nd    ☐ 3rd

Reason:

☐ Verbal abuse or discrimination
☐ Physical abuse or discrimination
☐ Disrespect of property, person or place

Consequence:

○ Be sent home immediately on suspension of one day but no more than two
○ Be directed to miss out on either recess play, lunch play or both.
○ In all circumstances, students will be required to write a genuine letter of apology (to show respect)

Principal signature:

We treat these incidents seriously and believe that all staff and students have the right to work, learn and play in a safe, secure and supportive environment. Please discuss this matter with your child and then return the slip to the school office. **Should you wish to discuss this with the teacher please make an appointment.**

---

**Our Lady of Mercy Catholic Primary School**

**PARENT ACKNOWLEDGEMENT OF RED CARD INCIDENT**

Child’s Name: ________________________________ Class: ____________

I have received the red card issued to my child and have discussed this matter with them in an effort to respect and honour other’s rights to a safe and supportive school environment.

I understand that if my child receives three red cards, an interview with the principal will be initiated.

Parent Signature: ________________________________ Date: ____________
Dear Parent / Caregiver,

RE: LETTER OF CONCERN / POLICY REMINDER

Please note that it is a condition upon enrolment that all families follow school policy and procedure. By enrolling your child into Our Lady of Mercy you have agreed to comply by the School Policies and Procedures.

Recently, there has been an incident where your child has been breached school policy. Below is an excerpt from our School Rules. Please note that your support is needed to ensure your child follows school policy and procedure.

School Rules

1. Whilst in the School uniform or when representing the School in any manner the highest standard of behaviour is expected.

2. Attendance at school prior to the 8.10am.
   e) Children should not be on the School premises prior to 8.10am.
   f) Children who arrive prior to 8.10am remain in the care of their parent/guardian and must go to the Under Cover Area where they are to remain seated. No supervision will be provided prior to 8.10am and parents remain responsible for their children until 8.10am

3. Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/guardian or their confirmed nominee.

4. Between 8.10 and 8.30am
   6. Children may move freely about the School site however:
      v. No sports equipment is to be used.
      vi. The fixed play equipment is not to be used by either students or siblings.

5. School dismissal is at 3:00pm. Between the 3:00-3:20pm
   a. Students are to move quickly to their designated pick up area
   b. Students, siblings and others are not to use school equipment or school playground equipment after the 3:00pm dismissal siren.
   c. No supervision after 3:20pm.

6. Children must be in class and ready for lessons to commence when the bell rings at 8.30am. (Under the Education Act 1999 students are required to be in class on time for lessons to commence at the start of the day.)
   c. Parents of children who are late for school are required to provide written explanation or a letter requesting explanation will be sent home with the child. Where a child is regularly late for school the Principal will commence a process, with the family, to address the concern

This notification is due to:

☐ Child left at school unsupervised prior to 8:10am and / or after 3:20pm
☐ Child repeatedly playing on equipment before / after school

We treat these incidents seriously and believe that parents must work in collaboration with all staff to ensure students have the right to work, learn and play in a safe, secure and supportive environment. Please correct and discuss this matter with your child and then return the slip to the school office.

Our Lady of Mercy Catholic Primary School
LETTER OF CONCERN / POLICY REMINDER

Child's Name: ___________________________ Class: ___________________________

Date: ___________________________

I have received the reminder issued to my child and have discussed this matter with them in an effort to respect and honour other’s rights to a safe and supportive school environment. I understand that if policy continues to be breached, an interview with the principal will be initiated.

Parent Signature: ___________________________ Date: ___________________________
Student Behaviour & Welfare Policy
Our Lady of Mercy Catholic Primary School, Girrawheen

Minor Behaviour
- Dealt with at a classroom level

Accountability:
1. Minor Behaviour Tracking Sheet
2. Think Sheet
3. Parent meeting by class teacher if required

Major Behaviour
- Dealt with at classroom and leadership level

Accountability:
1. Red Card Tracking form *Class Teacher
2. Red Card Incident Report Form *Issuing Teacher
3. Record onto SEQTA *Issuing Teacher
4. Parent meeting with Principal if required

Student Welfare
- Dealt with at classroom and leadership level

Accountability:
1. Student Welfare Tracking form *Class Teacher
2. Letter of Concern / Policy Reminder note
3. If note sent home, record onto SEQTA *Issuing Teacher
4. Parent meeting with Principal.
5. If required an additional meeting will be held with the Principal and outside agencies and or professionals.