

Holy Eucharist Catholic Primary School St Albans South.



DISCIPLINE POLICY

APPENDIX:

- 1. School Rules
- 2. Consequences
- 3. Behaviour Management Sheet
- 4. Behaviour Management Sheet (Juniors)
- 5. Behaviour Management Log (Server)
 - 6. Notification of Injury
- 7. Serious Incident Meeting Notification
 - 8. Process for Time Away
 - 9. Time Away Notification

Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people at our Catholic school

'The intention for this statement is to provide a central focus for child safety at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements².

¹As defined by the Victorian Government Special *Gazette* No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

²Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

EVIDENCE OF THIS OCCURING AT HOLY EUCHARIST

- Holy Eucharist school has a moral, legal and mission-driven responsibility to create nurturing
 environments where children and young people are respected, their voices are heard and where
 they are safe and feel safe.
- Our utmost responsibility at Holy Eucharist is to create a child-safe school environment.
- Holy Eucharist is resolutely committed to ensuring that all those engaged in our Catholic primary school promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment.

Rationale:

Children need to respect the rights of others and realize that as individuals they are responsible for their actions. Part of the learning process is, in fact, learning how to act in a responsible manner within the expectations of our society.

We believe that a catholic school is a Christian community with a common vision which is centred on the person of Jesus and his teachings. Christian values such as respect, concern, care, compassion and forgiveness are seen in the relationships among all who make up school community- students, staff, parents and parish. It is a place where staff and students participate in the sacramental and liturgical life of the school and parish.

In a Catholic School the atmosphere and the programs provide the conditions for the faith of staff and students to be active and conscious and to be continually growing. Consequently religious education is explicitly taught and the total curriculum is designed and implemented within the context of Catholic values and attitudes.

The Curriculum of the Catholic School provides for the total growth of the child and so offers a variety of experiences, which will give the student a good educational grounding. The education offered in our Catholic Schools should prepare each student for further education and also develop in the child a personal relationship with Christ and a desire to be an active member of the Church community. In such an environment we believe that each student will come to believe in his or her worth as an individual and as a child of God.

(Vision statement - Holy Eucharist - A Catholic School).

Aims:

- To create an environment where the rights of all are preserved at all times, so that the staff can teach and the children can learn.
- To provide guidelines for staff and the procedures to follow in the management of inappropriate behaviour.
- To assist the children to become responsible members of society through the development of self-esteem and self-discipline.
- To assist parents in guiding their children in becoming responsible members of society.

Implementation:

The Principal and staff will be in charge of implementing this policy. The staff's task on the first day of the school year will be to outline the school discipline policy and procedures. Staff and parents will be involved in professional development during the year.

- Staff will be provided "discipline procedures" document on the first day of term 1. They are expected to be familiar with the <u>Pastoral Care in Catholic Schools Document</u>, and the <u>Ministry of Education's Handbook</u> which is available at the school. This is also available to parents and students on request.
- Parents will be provided with Discipline Handbook for Holy Eucharist School.
- Time will be spent be staff reinforcing the school rules. Parents will be provided with the current discipline procedures on "information night" at the beginning of the school year, and PSG meetings.
- Consultants provided by the C.E.O. and the children's parents will be engaged to assist in implementing this policy.
- Zone Consultant will be consulted to assist staff in treating <u>serious</u> behaviour. Parents will be made aware of the possibilities of suspension at this time. (Follow procedure in Pastoral Care Document, Pg 27, regarding Serious Offences and procedure for serious infringement discipline handbook).
- The school rules contain six rules, a set of consequences and a set of positive reinforcements at beginning of school year.
- Teachers will be provided with the school rules for display in each learning area. The rules will also be displayed in toilets, office and staffroom. Children are expected to follow the school rules. Parents will be informed of constant misbehaviours.
- The Principal or a principals nominee is to record inappropriate or serious infringements of student behaviour in a set register, i.e. Discipline Book in the student services office. Additional supervised work may be used by classroom teachers as a consequence of inappropriate behaviour, but not outside and taking no longer than 40% of recess. Lines are not permitted.
- All disciplinary procedures will be in accordance with the procedures laid down by the Ministry and C.E.O. The major features are:
 - -Children may be given detention (additional work) after school for up to 30 minutes, and may be detained at recess and lunchtime for up to 50% of the session.
 - -Additional work may not exceed 45 minutes in a day.
 - -Parents will be informed regarding after school work, the day before it occurs. Parents are to be informed by letter (to be approved by the Principal) of a child's continued inappropriate behaviour and asked to assist in changing that behaviour. A copy of the letter will be kept in the office.
 - -Corporal Punishment is not permitted at any time by anyone.

In the event of serious or continual misbehaviour, parents will be informed and, if necessary, the support of the School Services personnel will be obtained. Suspension will take place according to the C.E.O policy (in the Pastoral Care Document). This policy will assist the staff in providing an interesting, co-operative learning environment which will enable students, as far as is practical, to assume responsibility for their own

learning and behaviour. The "discipline procedures" document will be stored in each learning area for reference.

Evaluation:

The Principal, staff, students and parents will provide an ongoing evaluation of this policy, which will highlight and give details of how the procedures used in the management of behaviour succeeded and achieving the aims of the policy.

The record of inappropriate behaviour kept in the office should be a useful reference.

Resources:

Lucas, B. Successful School Management.

Rogers, W. <u>Decisive Discipline</u>.

Rogers, W. <u>Making a Discipline Plan.</u>

Rogers, W. Supporting Teachers in the Workplace.

C.E Commission. Pastoral care in Catholic Schools.

Ministry of Education. <u>School Discipline Procedures, 1989.</u>

Ministry of Education. School Operations Manual.

Staff Members involved:

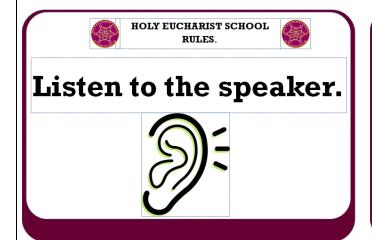
Michelle Hill, John Philbey, John Rudd, Salma Issa.

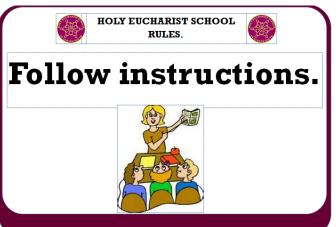
Date of Ratification: May 2002

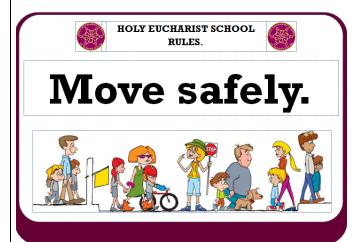
Reviewed: October 2016: Holy Eucharist Staff

November 2017: Hania Borowik, Michael Bonnici, Jeff Parker.

School Rules













CONSEQUENCES

PROCESS IF RULES ARE BROKEN:

For minor rule breakings, the usual process will be:

First time: a student disrupts: Warning.

Second time: a student disrupts:

- Movement from the group.
- Invited by teacher to rejoin group when appropriate behaviour is being demonstrated, that is: whatever rest of the class is doing (listening or working).

Third time: a student disrupts:

- Moved to a 'Time away' table within the classroom or predetermined classroom to think about inappropriate behaviour and to complete the Behavioural Management sheet. School rules and positive behaviours are displayed for reflection.
- Class teacher monitors time taken to fill in sheet.
- Time to be made up at next break completing work missed.
- Invited by teacher to rejoin group when appropriate behaviour is being demonstrated, that is: whatever rest of the class is doing (listening or working).

Severe Clause: Severe Clause will be implemented when:

- 1) The student becomes disruptive when exited into pre-determined classroom.
- 2) For serious misbehaviour.

In the event of either 1) or 2) the student will be sent to the Deputy Principal and the student's name recorded in the Holy Eucharist Discipline Book. Parents are notified via the Serious Incident Meeting Notification form and are required to meet with the Deputy Principal to discuss inappropriate behaviour.

SERIOUS INFRINGMENTS:

The following are serious problems:

- Stone throwing
- Physical violence / Aggression
- Deliberate swearing
- Overt defiant behaviour
- Bullying/Cyber bullying
- Digital tools, computer and online misuse

PROCESS FOR SERIOUS INFRINGMENTS:

The following process for serious offences is:

First time:

Teacher will talk to you about the consequences of your action.

Second time:

- The Deputy Principal will write your name in the Discipline Book and will record the rule you broke.
- There will be a 'Time Away' note sent home to your parents.

Third time:

- The student will be sent straight to the office to meet with Principal/Deputy Principal.
- A suitable consequence for the student's action will be given.
- Parents are notified (ie: Serious Incident Meeting Notification form) and meet with the Deputy Principal
 to discuss inappropriate behaviour.

DISCIPLINE BOOK

If a student's name is written into the Discipline Book three times in a school term parents will be notified.



HOLY EUCHARIST PRIMARY SCHOOL 1a Oleander Drive St Albans South VIC 3021



8312 0900

Behaviour Management Sheet

| Name:Date |
|--|
| What happened? |
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| |
| What led to this happening? |
| The second secon |
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| What choices did you make? |
| I chose to |
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| |

| to make things right? |
|---|
| to make things right? |
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| |
| TIONS YOU SHOULD USE NEXT TIME. |
| pectations: We believe that everyone should: Treat others with respect. |
| Have the right to feel safe. |
| Co operate and support each other. |
| Speak appropriately to others. |
| Behave in an appropriate manner. |
| Try their best in all they do. |
| |
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| |
| g form on the server located in the School Policy folder |
| |

's Think Sheet



I can think about my choices and how they affect ME and others.

What I chose to do:

kick





hit

not work



push

pinch



bite

use unkind words



throw something

talk or scream



It made _ feel:



sad

mad



scared



frustrated



Next time I can choose to:

have SAFE feet



say "I need



ask someone to

"Please stop."

use kind words



follow directions

listen and not talk during



stay in my work area



ask for a calm

break



say, "I don't understand."



When I make a positive choice like that:

others will want to be with me



others will feel good around me



others want to play with me



people will know that I am kind



I will feel proud of myself



HOLY EUCHARIST PRIMARY SCHOOL





Behaviour Management Log (Saved on the Server in the School Policy Folder)

| CHILD'S SURNAME | CHILD'S NAME | GENDER | DATE | TYPE OF INCIDENT Bullying Running away Physical (hurting) Verbal Damage to property Stealing |
|--------------------|-----------------|--------|------|---|
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HOLY EUCHARIST PRIMARY SCHOOL

1a Oleander Drive St Albans South VIC 3021 8312 0900



NOTIFICATION OF INJURY

| Dear | |
|---|---|
| | |
| Your child was it | njured during lunchtime on Wednesday by another child |
| and received treatment in Sick Bay. | |
| The principal has dealt with the child and suit | able consequences have been applied according to Holy |
| Eucharist Discipline Policy. | |
| This child's parents have also been notified o | f the consequences of their actions. |
| If you have any concerns please contact the | Principal. |
| | |
| | |
| Yours Sincerely | |
| | |
| | |
| PRINCIPAL | |



HOLY EUCHARIST PRIMARY SCHOOL



1a Oleander Drive St Albans South VIC 3021 8312 0900

SERIOUS INCIDENT MEETING NOTIFICTION

| Dear | | | | |
|---|--|---|---|----|
| Your child's name habehaviour. | s been written into the Holy E | ucharist Discipline Book f | or serious inappropriat | e |
| In accordance with c is prevented from ha | ur discipline policy, we wish to opening again. | discuss this matter furthe | er so that this behavioເ | ır |
| | ol office to arrange a time to m t you have read this letter. | eet and return the slip att | ached below as | |
| Yours sincerely, | | | | |
| PRINCIPAL | | | | |
| | | | | |
| | | | | |
| | | | | |
| To the Principal, | | | | |
| To the Principal, | h ruardian's name) | | | |
| To the Principal, | | ave read the above letter | regarding my child's | |
| To the Principal, I | nuardian's name) | ave read the above letter eriousness of my child's | regarding my child's | |
| To the Principal, I | <i>ruardian's name)</i> behaviour. I understand the s | ave read the above letter eriousness of my child's | regarding my child's | |
| To the Principal, I | nuardian's name) behaviour. I understand the seting with the Deputy Princip | ave read the above letter eriousness of my child's | regarding my child's actions. I will call the | |
| To the Principal, I | <i>ruardian's name)</i> behaviour. I understand the s | ave read the above letter eriousness of my child's | regarding my child's actions. I will call the | |

PROCESS FOR TIME AWAY

Yard duty:

- 1. Blue *Time Away* cards to be carried in teacher's first aid bags.
- 2. Give Blue card to child to bring to office.

 (Use levels written on back of the card according to our discipline policy)

Office:

- Child is placed in the *Time Away room* and is supervised by one of the leadership team.
- 4. While in *Time Away* the child is given a *Behaviour Management* sheet to fill out.
- 5. A *Time Away Notification* card will be given to the child to notify parents of the reason for *Time Away* and whether their child's name has been recorded in the *Discipline Book*.
- 6. *Time Away Notification* cards will be filled out by the person from the leadership team dealing with the incident. It will be put into a plain envelope and be posted home.
- 7. If a child's serious behaviour has been recorded 3 times within the one year in the Discipline Book, the parents will be sent the <u>Serious Incident Meeting Notification</u> letter. The letter has a tear off strip to return to school to state they have read the letter. It is the responsibility of the parents to ring the school to make an appointment to see the Principal.



HOLY EUCHARIST PRIMARY SCHOOL



1a Oleander Drive St Albans South VIC 3021 8312 0900

TIME AWAY NOTIFICTION

| Dear Parent | |
|---|-------------------------|
| Your child was given TIME AWAY in the office to | oday for this reason/s. |
| Child: | Date: |
| Grade: | Teacher: |
| Description of Inappropriate behaviour: | |
| Deliberate Swearing Showing disrespect Throwing stones /sticks /unsafe object Fighting Bullying Deviant behaviour Other- please specify | |
| Your child's name has been placed in the dis | cipline book: |
| □ YES □ NO | |
| If the child's name has been placed in the Discip school for a meeting to discuss the action that w | |
| Sent in By: | |
| Signature: Principal /Deputy Principal | |