



Pallamallawa Public School

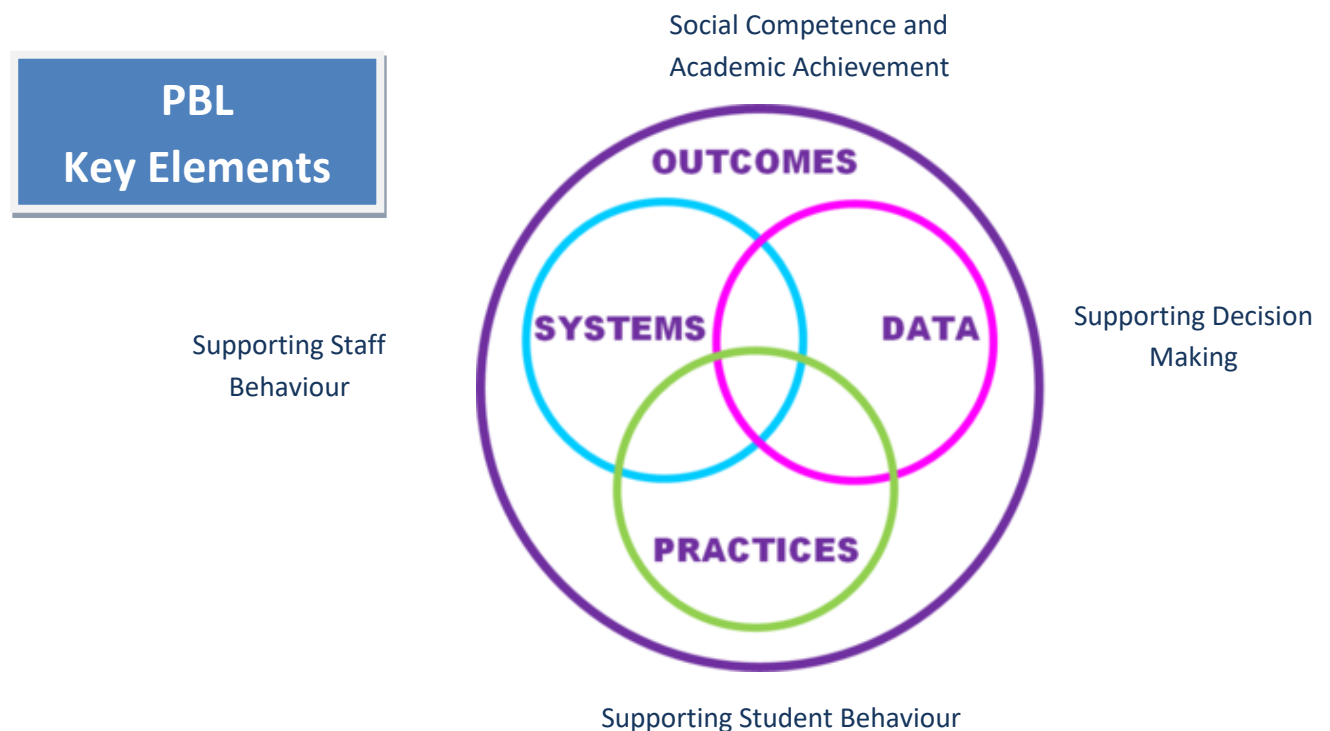
Show Respect, Be Responsible and Have Success.

STUDENT WELLBEING PROCEDURES

2017

A Message from the Principal

At the beginning of 2015 Pallamallawa Public School made the decision to become a Positive Behaviour for Learning (PBL) School.



What is PBL?

- PBL is a consistent, school-wide system that helps define, teach and support appropriate student behaviours, creating a positive school environments.
- PBL is designed to be responsive to the individual school's current social and educational challenge and encourages schools to reflect on their systems and practices to determine if they are having a positive impact on student learning.
- PBL creates effective teaching/learning environments where students make the positive behaviour choices that support academic success.
- PBL focuses on prevention of problem behaviours and instruction in appropriate behaviours.

We look forward to working in consultation with the students, staff and community of Pallamallawa Public School as we move forward, together, on our PBL journey to provide the best outcomes for our students, our future leaders.

Julie Schwartz
Principal
Pallamallawa Public School



Pallamallawa Public School

School Welfare and Discipline Policy

Statement of Purpose

Wellbeing is both central to learning and an outcome of learning. It is multidimensional and is characterised by feeling well and functioning well.

Happy, healthy and confident young people are vital in securing a strong future.

(School Plan Strategic Direction 2)

Consultation

When parents enrol their children at Pallamallawa Public School they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning.

The aim of the partnership between school community members and schools is to develop socially responsible young people who are capable of making informed decisions. This is achieved through an effective social, cultural and academic curriculum which caters for the individual needs of students.

Department of Education and Training – Core Rules

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

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.

At Pallamallawa Public School we value respectful, responsible students who achieve their personal best at school.

The Pallamallawa Public School Student Wellbeing Procedure supports the School's statement of purpose.

At Pallamallawa Public School, we work closely with parents, staff and the wider community to ensure that our School is a positive place where each student's academic, cultural, physical and social development needs are met. As a school community, we strive to ensure that each day our students find satisfaction and enjoyment in the day's activities, so that students become self-motivated to work effectively, efficiently and cooperatively to become independent life-long learners.

At Pallamallawa Public School, our Core PBL Expectations are *show Respect, be Responsibility and have Success* in the school community. For students, staff and parents this means that we are committed to the concepts.

Pallamallawa Public School Core Expectations

Respect	<ul style="list-style-type: none"> • Good manners • Care for everyone • Be considerate
Responsibility	<ul style="list-style-type: none"> • Take responsibility for my actions • Be safe at all times • Care for property
Success	<ul style="list-style-type: none"> • Always do my best • Take pride in myself and my school

The following is Pallamallawa Public School’s Matrix of Expected Behaviours. This matrix was developed through student, staff and parent feedback and is consistent with The Core Rules for all students attending NSW government schools.

	Show Respect	Be Responsible	Have Success
All Settings	<ul style="list-style-type: none"> • Good manners • Care for everyone • Be considerate 	<ul style="list-style-type: none"> • Take responsibility for actions • Be safe at all times • Care for property 	<ul style="list-style-type: none"> • Always do my best • Take pride in myself and my school
Classroom	<ul style="list-style-type: none"> • Listen and follow instructions • Say please and thank you • Be accepting of others 	<ul style="list-style-type: none"> • Respect equipment • Be honest • Move safely 	<ul style="list-style-type: none"> • Stay on task • Always apply myself • Take pride in my work
Playground	<ul style="list-style-type: none"> • Play fairly • Consider personal space • Share equipment 	<ul style="list-style-type: none"> • Play safely • Be inclusive • Return equipment 	<ul style="list-style-type: none"> • Place rubbish in bins • Keep sports shed and playground neat and tidy
Office	<ul style="list-style-type: none"> • Use manners • Use appropriate language 	<ul style="list-style-type: none"> • Enter area quietly • No loitering 	<ul style="list-style-type: none"> • Be patient
Canteen/Staffroom	<ul style="list-style-type: none"> • Wait in line • Use good manners 	<ul style="list-style-type: none"> • Be honest • Care for property 	<ul style="list-style-type: none"> • Be patient
Special Events	<ul style="list-style-type: none"> • Use good manners • Listen carefully • Sit quietly 	<ul style="list-style-type: none"> • Go where directed • Be safe at all times 	<ul style="list-style-type: none"> • Wear correct school uniform • Neat appearance

Promotion, Recognition and Reinforcement of Positive Student Behaviour and Achievement

- At the school we encourage students through positive reinforcement to behave appropriately.
- We discuss our expectations of attitude and behaviour and demonstrate these through example.
- Students are praised and encouraged for work effort and pleasing behaviour.
- Community members are informed of positive student behaviour and achievement through the school newsletter, assemblies, school website and App.
- Each student is regarded as an important member of our school who must work with others to create a harmonious atmosphere.

Practices to Recognise and Reinforce Student Achievement

Pallamallawa Public School encourages and rewards high achievement and outstanding performance. In support of this, the school operates a **Positive Behaviour Merit Program**. Through rewarding students whose attitudes and actions meet our school's expectations we will encourage higher achievement and personal growth.

The aims of the merit/excellence program are to:

- Develop self esteem
- Encourage exemplary behaviour
- Develop pride in themselves and the school
- Reward positive achievements and efforts
- Create a conducive learning environment

The purpose of this scheme is to reward students who set fine examples to other members of the school community and/or show excellence in varied areas of school. Attention will be paid to effort as well as achievement.

The student must consistently show encouraging signs of meeting or extending themselves towards the school standards.

Certificates of Merit

Teachers and other supporting school staff are encouraged on a regular basis to award Certificates of Merit to students who have **consistently** distinguished themselves in any of the following aspects:

- Consistent, excellent effort in behaviour and class work
- Consistently showing diligence in class work and assignment work
- Dramatic improvement in class work or behaviour
- Consistent achievement/outstanding work in a particular area
- Participation in a variety of class and school activities
- Exhibiting many aspects of good sportsmanship
- Social skills (attitude, respectful behaviour, interest, marked cooperation)
- Excellent attendance

Pallamallawa Merit Awards

Students receive Weekly Awards during Friday Choir Practice.

At major assemblies after 3 merit Awards students receive a Principal Award.

3 Principal Awards students receive a School Ribbon.

Positive Behaviour Merit Program Awards - Pally Stars

As part of the merit program, students are recognised for their positive behaviour. Students are given special recognition on the PBL Stars board located near the office. These are transferred to the PBL Board in the Assembly area.

Managing Inappropriate Student Behaviour

Minor difficulties with behaviour are dealt with as the need arises. Often a reminder of expectations is sufficient.

If a student displays inappropriate behaviour:

- He/she is reprimanded;
- Reminded of school expectations and rules;
- Depending on severity of behaviour, sometimes excluded from an activity or 'time-out' from play (detention).
- Student incident recorded in the PBL Tracking Book

If a student continually displays inappropriate behaviour:

- Student incident recorded in the PBL Tracking Book
- A letter is sent home informing parents, asking them to discuss the matter with their child;
- Discuss strategies for improving behaviour at school with parents eg: communication book, behaviour monitoring programs;
- Contact school counsellor for advice eg: Behaviour Modification program
- If necessary, possible suspension/expulsion.

The following are examples of behaviour which is unacceptable.

Intimidation/bullying of others	Violence/Fighting or inciting of such
Insolence	Abusive language
Inappropriate physical behaviour	Vandalism
Wilful disobedience/ defiance	Stealing
Classroom disruption	Spitting
Non-completion of set work	Cruelty to animals

Principals must suspend immediately any student who:

- Is physically violent
- Is in possession of a firearm, prohibited weapon or knife
- Uses or is in possession of a suspected illegal substance or supplies a restricted substance.

Students may be suspended for:

- Continued disobedience
Or
- Aggressive behaviour.

Responsibilities

Students

- Are expected to follow the school rules and to comply with staff directions regarding discipline and appropriate behaviour.
- Students will show respect for teachers, fellow students, other staff and school visitors and not engage in any form of harassment or intimidation.

Staff

The Principal

- Is accountable through the Director, Public Schools NSW for ensuring a safe, secure and harmonious work environment for students and staff.
- Is responsible for the development, implementation and monitoring of the school's Student Wellbeing Procedure.
- Is responsible for ensuring that the school's Wellbeing Procedures are evaluated and reviewed by the school community at least every three years.
- Will ensure that students, staff and parents and carers are provided opportunities to contribute to policy development and that staff are provided with training and development opportunities in behaviour management.
- Must provide a copy of the school's Wellbeing Procedures to the Director of Public Schools upon renewal or review, and a copy made available to families who have children at the school.
- Must give a copy of school discipline code or school rules to parents and students upon renewal or review of policy.

Parents

- Parents are expected to support the school in the implementation of the Student Wellbeing Procedures.

APPENDIX I: PALLAMALLAWA PUBLIC SCHOOL ANTI-BULLYING POLICY

Pallamallawa Public School Anti- Bullying Plan

Introduction

Bullying is not tolerated in NSW government schools. Bullying must be taken seriously and is not acceptable in any form. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation. Teachers, students, parents, caregivers and members of the wider school community have a responsibility to work together to address bullying. Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the wellbeing of students cannot be accepted. Partnerships with parents and the wider community is central to the success of this process.

Definition

A person is bullied when one or more other people expose them regularly and over time to negative or harmful verbal, physical, social or psychological actions. Bullies are people who deliberately set out to intimidate, exclude, threaten and hurt others repeatedly. Bullying is a clear form of harassment.

Rationale

The school will provide a positive culture where bullying is not accepted, and in doing so, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Aims

- To reinforce within the school community what bullying is, and the fact that it is unacceptable
- Everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and cooperation at all times.
- Parents, teachers, students and the community will be aware of the school's position on bullying.

Bullying occurs when a person....

- Is called names
- Is threatened
- Is put down
- Is teased in an unkind way
- Is ridiculed
- Has property hidden, damaged, stolen or destroyed
- Is physically hurt
- Has graffiti written about him or her
- Is left out
- Is sent hurtful notes
- Is singled out for unfair treatment
- Is picked on
- Has rumours spread about him/her.

If someone is bullied he/she

- May be confused and not know what to do about it
- May be sad, frightened, unsafe, sick, embarrassed, angry, unfairly treated
- It can affect school work; and
- It can affect family and friends

Possible signs and Symptoms of Being Bullied

There is no particular pattern. A victim may...

- have unexplained cuts and bruises
- have equipment or personal items hidden, damaged, stolen or destroyed
- complain of vague headaches, stomach aches or feeling sick
- wet the bed, bite nails, have poor sleep patterns and bad dreams
- exhibit unusual emotional outbursts or mood swings
- withdrawal from friends or family
- appear anxious, insecure, sad, teary, depressed, secretive
- have low self esteem
- display an unwillingness to go to school
- sit alone in class or be alone in the playground
- change friendship groups frequently
- come home hungry (because lunch money or food has been taken)
- want extra money without giving a reason; and
- show deterioration in school work; avoid participating

At Pallamallawa Public School we support students through:

- an active Student Welfare Committee
- creating positive classroom environments
- consistently rewarding positive behaviour and effort
- classroom-based Personal Development Programs
- the Child Protection Program
- the Drug Education Program
- the Life Education Program
- developing positive Student Leadership roles
- an active Learning Support team
- programs for gifted and talented students
- An active P & C

You can control what happens by following the action plan:

If you are being bullied or harassed in the playground...

- take a deep breath
- look directly into the eyes of the person attempting to bully you
- speak in a firm, clear voice and say loudly, "Stop that, I don't like it!"
- Go directly to your teacher (or the teacher on duty if you are in the playground) if the attempts to bully you don't stop and report what happened

Any further incidents of bullying or threatening behaviour by the same person may result in him/her

- sitting in the time-out area in the playground or classroom
- being on detention to consider more appropriate behaviour
- being referred to the Student Welfare Committee
- having parents contacted by the school and informed of the bullying behaviour

If you witness bullying behaviour always challenge/report it.

When students, parents and staff work together we create a safe and caring environment.

Students! You can control what happens by...

- following the action plan
- not relating with physical or verbal bullying
- telling an older person

Parent! You can control what happens by...

- watching for signs of distress in your child
- listening to your child
- giving assurance and support
- discussing the action plan with your child
- advising your child to tell a staff member
- informing your child's class teacher of suspected bullying
- attending interviews at school

Staff! You can:

- be role models in words and actions
- ensure students feel
 - safe and valued in the classroom
 - are listened to
- be observant of signs of distress or suspected incidents of bullying
- encourage students to ask for help when needed
- report bullying to the Student Welfare Team

Feeling safe and valued
at
Pallamallawa Public School

Our school community is committed to providing a safe and secure environment promoting personal growth and excellence by developing confidence and self- esteem.

You can control what happens!

APPENDIX II: Parent's Role in Student Management

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. That is a shared responsibility of parents/caregivers and students in partnership with teachers. Parents are encouraged to undertake the following roles:

STUDENT RIGHT	PARENT'S ROLE
To be happy and to be treated with understanding	<ul style="list-style-type: none"> • Give students responsibilities where appropriate • Celebrate achievements and pleasing efforts • Discuss concerns in a mature and rational way • Discuss any problems that may affect the student's school work with the appropriate school staff
To be treated with respect and politeness	<ul style="list-style-type: none"> • Set an example at home: <ul style="list-style-type: none"> -demonstrate respect even when angry -manners -speak politely to adults and other children -use appropriate greetings and farewells -base all judgements or conclusions on fact rather than rumour. • Discourage 'put downs' • Encourage tolerance of others • Teach manners • Remember parents are role models • Develop in conjunction with staff and students workable solutions to problems • Do not discriminate or accept others doing it
To be heard	<ul style="list-style-type: none"> • Allow children to be part of the decision making process • Teach not to interrupt • Be willing to listen • Let the school know of concerns about the school
To expect the things I own will be safe and that I will be safe while I am at school	<ul style="list-style-type: none"> • Don't accept 'boys will be boys' type of behaviour • Encourage children to wear hats • Discuss consequences of fighting, bullying etc and discourage these behaviours • Set clear boundaries for safe play • Ensure safety. Drop off and pick up children safely and with care • Use school equipment carefully
To obtain maximum benefit from all lessons and classes and will not be deprived of that right by the poor behaviour of others	<ul style="list-style-type: none"> • Reinforce the school rules • Teach children not to disrupt others' learning • Be open and encouraging about education and positive behaviour • Provide support • Take the time to be involved • Ask for information about the school or child's progress if unsure or want to know more • Take an interest in class work • Show you value all subjects • Communicate by phone or in person any concerns
To be proud of our school and attend a pleasant, clean and well-kept school environment	<ul style="list-style-type: none"> • Develop in children pride for our school • Ensure child wears school uniform • Encourage children to be environmentally aware • Speak positively about school programs and achievements • Encourage friends and relatives to read the newsletter • Promote the school's achievements elsewhere

APPENDIX III: SUSPENSION AND EXPULSION OF SCHOOL STUDENTS

Suspension and Expulsion of School Students – Procedures

NSW Department of Education 2011

These procedures apply to the behaviour of students at school, on the way to and from school and while away from the school site on endorsed activities. They can also apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of student/s. This includes the use of by a student of social networking sites, mobile phones and/or other technology to threaten, bully or harass another student or a department staff member for school related issues.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, all schools will maintain high standards of student behaviour.

There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and Expulsion are the options to the Principal in these situations.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour which led to the suspension and to accept responsibility for changing their behaviour to meet the school's expectations in the future. Suspension is not intended as a punishment. It allows time for school personnel to plan appropriate support for the student to assist with successful re-entry. This may include the access to appropriate support staff.

During periods of suspension students will be expected to continue with their schoolwork and in cases of a long suspension, schoolwork will be provided.

Students may be required to attend with the school counsellor during the suspension period, particularly in the case of a long suspension.

In determining any disciplinary action, Principals will act in compliance with the Department of Education's Student Discipline in Government School Policy 08/05/2006, consistent with the Suspension and Expulsion of School Students Procedures 2011.

Short Suspension

The principal may choose to impose a short suspension of up to four school days. Short suspensions may be imposed to:

1. **Continued Disobedience.** This includes, but it is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; minor criminal behaviour related to the school; use of alcohol or persistent use of tobacco.
2. **Aggressive Behaviour.** This includes, but it is not limited to: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text message

Long Suspension

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. Long suspensions may be imposed for the following reasons and will be reported in the following categories:

1. **Persistent of Serious Misbehaviour.** Including repeated refusal to follow the school discipline code; making serious threats through students or staff; misbehaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment or victimisation.
2. **Physical Violence.** Violence which results in pain or injury, or which seriously interferes with the safety and well-being of other students and staff (including sexual and or incident assault)
3. **Use or Possession of a prohibited weapon, firearm or knife.** When the student uses or possesses a weapon which is listed in Schedule One of the Weapons Prohibition Act; the student uses a knife or possesses a knife (without reasonable excuse); the student uses or possesses a firearm of any type. In general, there is no reason why students should be in possession of knives at school.
4. **Use of an implement as a weapon.** When a student uses an implement weapon to assault or injure another person (including use of an offensive implement, which is any implement made or adapted to cause injury to another person)
5. **Possession, supply or use of a suspected illegal substance.** Not including alcohol or tobacco, but including supplying other students with illegal drugs or restricted substances such as prescription drugs. All medications must be stored in the front office.
6. **Serious criminal behaviour related to the school.** Including malicious damage to property (school or community), or against the property or person of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside school hours, there must be a clear and close relationship between the incident and the school.

Expulsion

In serious circumstances of misbehaviour the principal may expel a student of any age from the school.

Appeals

Students and parents or carers may appeal if they consider that correct procedures have not been followed, or that an unfair decision has been reached. Appeals should be made in writing, stating the grounds on which the appeal is being made. Students, parents or carers requiring assistance in lodging an appeal should be referred in the first instance to the Local Educational Services office. Local Education Services personnel should identify appropriate support for the student, parents or carers if this type of assistance is requested. The nominated support person should assist the parents or carers to understand their right to, and the process for, appeal. They should ensure that the appellant has access to the appropriate form and has assistance to complete it, if necessary. Appeals can be made to the Director or the Executive Director where a Director has been involved in a decision to suspend or expel a student from a particular school as to prevent him or her, on the grounds of procedural fairness, from deciding an appeal

The Director will:

- Deal with the appeal within 20 school days of its lodgement
- Ensure that communication lines are maintained with the person making the appeal and that they are kept aware of the progress of the appeal
- Review all relevant material
- Ensure that appropriate material has been made available to the student and his/her parents or carers
- Discuss relevant issues with the person making the appeal and other parties, as appropriate
- Advise all the parties of the decisions and the specific decisions for reaching the decisions

Where an appeal is upheld, the person determining the appeal will decide what further action is taken. The fact that an appeal has been lodged does not put on hold the Principal's decision to suspend or suspend prior to expulsion from a particular school. Lodgement of an appeal should not delay attempts to resolve the suspension.

APPENDIX IV: PALLAMALLAWA PUBLIC SCHOOL EXCURSIONS

Department of Education Excursions Policy

Context

The Department of Education is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interest and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the students. Excursions are a valuable teaching and learning vehicle and are often integral to quality curriculum delivery.

Policy Statement

The following statements of policy apply to excursion:

1. Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.
2. Excursions are inclusive; all the students within the specific learning group are to be given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on excursions.
4. The Department's duty of care owed to students for the duration of excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions, including when animals are encountered.
 - Any student who is suspended may be ineligible to represent the school or to participate in non-mandatory excursions.

At the beginning of each year Parents/Carers are asked to sign a note granting permission for students to attend local area excursions. For more extended excursions a separate information note will be sent home.

APPENDIX V: PALLAMALLAWA PUBLIC SPORT – CODE OF BEHAVIOUR

PARENTS' AND SPECTATORS' CODE OF BEHAVIOUR

- . remember that children play sport for their enjoyment, not yours;
- . encourage children to participate, do not force them;
- . focus on the child's efforts and performance rather than winning or losing;
- . applaud good performance and efforts from each team. Congratulate all participants upon their performance regardless of the game's outcome;
- . never ridicule or scold a child for making a mistake. Positive comments are motivational;
- . encourage children to always participate according to the rules;
- . remember that children learn best by example. Applaud good plays by all Teams;
- . respect officials' decisions and teach children to do likewise;
- . show appreciation of volunteer coaches, officials and administrators. Without them your child could not participate.

PLAYERS' CODE OF CONDUCT

- . play by the rules;
- . never argue with an official. If you disagree have your captain, coach or manager approach the official during a break or after the competition;
- . control your temper. Verbal abuse of officials or players is not acceptable or permitted in any sport;
- . work equally hard for yourself and/or your team;
- . be a good sport. Applaud all good plays whether they be by your team or the opposition;
- . treat all players as you would like to be treated;
- . play for the fun of it and not just to please parents and coaches.