KAREELA PUBLIC SCHOOL
STUDENT WELLBEING POLICY

Statement of Purpose

Kareela Public School endeavours to promote, for all students and staff, a healthy, safe, ordered, 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;
- endeavour to 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; 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 staff member who 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 Representative Council (SRC)
  - Student Awards
  - Anti-Bullying
  - Peer Support
  - Child Protection
  - Drug Education
  - Transition to School
  - Kindergarten Buddy System
- The school will provide the following support structures:
  - School Counselling Service
  - School Chaplaincy Service
  - Learning Support Team (LST)
  - Support Teacher Learning Assistance (STLA)
  - English Second Language Teacher (ESL)
  - Anti-Racism Contact Officer (ARCO)
  - Anti-Discrimination Contact Officer (ADCO)
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
- Occupational Therapy
- Intensive Reading
- Integration Consultant
- School Nurse
- Mental Health Team
- Department of Community Services (DOCS)
- Youth Police Liaison Officer
- Employment Assistance Program (EAP)

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

This policy replaces

- Student Welfare Policy 2000
- Good Discipline and Effective Learning Policy 2000
Care and Supervision of Students

School Procedures
- The school operates between the hours of 9.10am and 3.15pm.
- Formal supervision of the playground operates from 8.40am.
- Supervision at the Freya St crossing, after school, operates until 3.30pm.
- Supervision of students using bus travel, in the afternoons, operates until 3.45pm (approx).

Bell Times
8.40am Students go to play in the top playground
9.10am – 9.30am Fitness for all classes on Mondays, Tuesdays and Thursdays
11.10am – 11.35am Recess
1.00pm – 1.35pm First half of lunchtime. Students eat lunches with teachers for first 10 minutes
1.35pm – 2.00pm Second half of lunchtime
Fridays/Winter sport
12.15pm – 12.45pm First half of lunchtime. Students eat lunches on silver seats for first 10 minutes
12.45pm – 1.15pm Second half of lunchtime
3.15pm Home time

Out of Bounds Areas for unsupervised play include:
- outside the fence line;
- the administration building;
- all classrooms and wet areas, library, AV rooms and hall if unsupervised;
- the covered walkways;
- the front and back driveways;
- the grass area along the southern side of the back driveway;
- on and beyond the gutter along the northern side of the oval;
- the grass areas behind Blocks C, E and F;
- the grass area and quadrangle at the front of the school; and
- the bush area.

Before School
- Students arriving at school before 8.40am are required to sit outside the office block with their school bags except for special activities organised throughout year.
- Students attending BASC are to proceed with bags to the office block at 8.40am and wait with other students for the teacher on morning duty.
- At 8.40am, the teacher on morning duty will walk the students to the top asphalt play area.
- Students leave bags on racks outside classrooms on their way to the top asphalt play area.
- Students arriving after 8.40am are to leave bags on racks outside classrooms and proceed to the top asphalt play area.
- Handball is the only ball game permitted in the playground before school.
- At 9.10am, students line up for fitness/sport/classes.

Recess
- All students are to move to the silver seats/canteen at the start of recess.
- Students will be released to play when finished eating and the area is clean.
- Students are to play on the asphalt area and under the COLA.
- Handball is the only ball game permitted in the playground.
- Handball and running are not permitted under the COLA.
- At the end of recess, students are to line up in class lines as designated.
Lunch
- From 1.00pm - 1.10pm, students are supervised by class teachers at the silver seats.
- At 1.10pm, students are dismissed to the playground.
- During lunch, the students may play on the asphalt, under the COLA and on the oval.
- At the end of lunch, students line up in class lines as designated.

Canteen Use
- Students are permitted to use the canteen at recess and lunch.
- Class monitors collect lunches by 1.00pm.
- Students are not permitted to go to the canteen before 1.10pm or after the mid-lunch hooter.

Library
- The library is open from 1.30pm Monday – Thursday.
- Students are to line up under the COLA near the walkway to the library.
- Only 30 students will be permitted in the library each lunch time.
- Special class days will be implemented if needed.

Playground Equipment
This equipment is for use by enrolled, supervised (by teachers and BASC staff) students only.

After School
- All students are to leave the school in an orderly way, via the front and back pedestrian entrances.
- Students are not permitted to leave the school via the car parks.
- Students attending Before and After School Care are to proceed in an orderly way, to the hall after dismissal from class.
- Parent pick-up areas are the front quadrangle and the top asphalt area.

Crossing Duty
- All students are to wait behind the yellow line at the crossing and wait for the signal to cross.
- The duty teacher will supervise safe crossing by all students.

Bus Duty
- Students are to wait for the duty teacher near the bollard on the top asphalt area. The students will walk with the duty teacher to the back gate via the pedestrian pathway.
- The duty teacher will supervise students waiting for buses, and as they board buses.

Rules for Safe Travel by Bus

Getting on the bus
- Stand well back from the edge of the road until the bus stops.
- Board the bus in an orderly way.
- Help younger and/or disabled students 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

THREE BELLS INDICATE THAT WET WEATHER PROCEDURES WILL REPLACE NORMAL DUTIES

Before School
- Students proceed to classrooms on arrival at school.
- All teachers supervise individual classes.

Recess
- All students remain in classrooms or proceed to the COLA.
- A teacher buddy system will apply for supervision – see duty roster.

Lunch
- A teacher buddy system will apply for supervision – see duty roster.
- If teachers are on second-half duty, they take the first half release in case the students go outside to play during second half of lunch.

Procedures
- An assistant principal 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, students are to proceed to the COLA.
- If three bells ring during lunch, teachers will organise with buddy teachers for supervision in classes.

IN CASES OF LONG TERM WET WEATHER THE COLA WILL BE USED ON A FAIR AND EQUITABLE BASIS

Reminders
- 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, play under the COLA’.
- 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.

NO STUDENTS ARE TO BE IN ANY ROOMS OR WET AREAS UNLESS SUPERVISED BY A TEACHER
# Students’ Code of Behaviour

**Learn All You Can**
- Students will:
  - attend school every day unless legally excused;
  - be punctual, bring class equipment and actively participate in all activities; and
  - follow classroom rules and routines.

**Show You Care**
- Students will:
  - respect everyone;
  - care for all property and the school environment; and
  - be neat and wear the school uniform with pride.

**Be Safe and Sensible**
- Students will:
  - sit on the seats outside the office block if arriving prior to the 8.40am hooter;
  - be in the right place at the right time;
  - walk quietly and safely around the school;
  - behave safely at all activities in and out of the school;
  - wear a hat – ‘No hat, play under the COLA’;
  - comply with instructions from staff and others in positions of authority;
  - leave school at 3.15pm unless staying for tutorials, special groups or attending After School Care. *(Students staying after school for activities not organised by the school, must be supervised by an adult from 3.15pm.)*; and
  - travel safely and obey the road rules and rules of the transport authorities.

**Honest And Fair**
- Students will:
  - tell the truth;
  - follow the agreed rules of games;
  - co-operate with others; and
  - hand-in all lost property and other people’s belongings.

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.

**STUDENTS ATTENDING BEFORE AND AFTER SCHOOL CARE**
**MUST COMPLY WITH THE STUDENTS’ CODE OF BEHAVIOUR**
Good Discipline and Effective Learning

Classroom Rules
- Classroom rules are established in all classes, with the involvement of students, in the first weeks of the school year.

Excursions, Cultural Performances, School Activities (See excursion policy)
- 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 the Students’ Code of Behaviour 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 (i.e. don’t show off when successful or be a bad sport when defeated).

School Uniform
- The wearing of school uniform is strongly encouraged at Kareela Public School as per the guidelines of the School Uniform Policy. If a student is not able to wear the school uniform due to unforeseen circumstances, a note should be written to the class teacher explaining the reason.
- The wearing of school hats is compulsory.
- Jewellery is not to be worn to school except watches, sleeper earrings or studs.

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.
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, complying with the Students’ Code of Behaviour and displaying the Schools’ Values. The school uses the following formal practices to recognise and reinforce acceptable student behaviour.

- **Star Tokens** – Students are awarded ‘I am a Star’ tokens for good behaviour in the playground, in classes and in all other school activities including assemblies, scripture, library, RFF classes etc. ‘Star of the Week’ vouchers are presented in classes each week to purchase food at the canteen. Star tokens are also used in various ways in individual classes.
- **Class Awards** – Bronze Awards and Values Certificates are presented in all classes each week for effort, performance, citizenship and displaying the school’s values.
- **Weekly Assemblies** – Students in all classes receive awards based on the school’s award system.
- **Class of the Week** – Trophy awarded at the 3-6 assembly and ‘Cuddles’ awarded at the K-2 assembly each week to the class with the best behaviour at assembly.
- **Annual Presentation Evening** - Recognition of student achievements in all areas of school life. Trophies, book prizes, certificates and medallions are issued to students K-6.

School Award System

- To assist teachers in achieving a positive learning environment, there is a SCHOOL AWARD SYSTEM.
- All Bronze, Values and Silver Awards operate on an annual basis and cannot be transferred to the following year.
- Gold Awards are to be collected across all years K-6 for the presentation of a School Badge or Medal.

  **Step 1.** Bronze and Values Awards presented in classes each week
  **Step 2.** 3 Bronze and/or Values 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 Gold Badge presented at weekly assemblies.
  **Step 5.** 5 Gold Awards from K-6 = 1 School Medal presented at weekly assemblies.
<table>
<thead>
<tr>
<th>Value</th>
<th>What does this value look like?</th>
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<tbody>
<tr>
<td><strong>Doing Your Best (RED)</strong></td>
<td>Participate</td>
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<td>Have a go</td>
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<td>Keep trying</td>
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<td>It’s OK to make mistakes</td>
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<td>Try your best</td>
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<td>Strive for excellence</td>
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<td><strong>Respect (ORANGE)</strong></td>
<td>Accept others’ differences</td>
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<td>Listen to others and value their opinions</td>
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<td>Consider others in the class, group or team</td>
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<td>Have good manners</td>
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<td>Look after other people’s belongings and the school</td>
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<td><strong>Kindness (YELLOW)</strong></td>
<td>Be kind</td>
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<td>Be a good friend</td>
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<td>Stand up for others</td>
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<td>Forgive others</td>
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<td>Look after each other</td>
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<td>Think how the other person feels</td>
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<td><strong>Responsibility (GREEN)</strong></td>
<td>Look after your own belongings</td>
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<td>Come to school prepared for learning</td>
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<td>Hand work in on time</td>
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<td>Do things for yourself</td>
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<td>Don’t blame others</td>
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<td>Accept that learning is up to you</td>
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<td>Put things away in the right place</td>
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<td>Be in the right place at the right time</td>
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<td><strong>Cooperation (BLUE)</strong></td>
<td>Do what teachers ask you to do</td>
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<td>Cooperate with other children</td>
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<td>Join in</td>
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<td>Work well in the team or group</td>
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<td><strong>Honesty (INDIGO)</strong></td>
<td>Tell the truth</td>
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<td>Own up if you are in the wrong</td>
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<td>Hand in lost property or lost money</td>
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<td>Do the right thing</td>
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<td><strong>Fairness (VIOLET)</strong></td>
<td>Treat people the same</td>
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<td>Follow the rules of the game</td>
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<td>Take turns</td>
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<td>Include others in games</td>
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<th>Our Values</th>
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<td><strong>Learn All You Can</strong></td>
<td>Doing Your Best</td>
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<td>Fairness</td>
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Strategies for dealing with unacceptable behaviour in the classroom
For students who do not comply with Class Rules

Name written on board.
1 cross = last out at bell time: behaviour discussed with child.
2 crosses = remain with teacher for 10 minutes.
* 3 crosses = teacher completes orange proforma and sends child to team leader with class work and orange proforma.
   Child remains with team leader for 1/2 lunch.
   Parent notified by orange card.
2 crosses on 3 days in the same week as above *

In extreme situations send child with red card to team leader

Team Leaders to keep a record of orange proformas and consequences

Child sent to team leader three times in one term
   Referral to principal
   Child is on detention
   Letter sent home to parents

If child is on detention three times in one term
   Interview with parents (and counsellor if appropriate)
   Possible withdrawal of privileges

Consistent defiance
   Violent behaviour
   Swearing at a teacher
   Possession of weapons or drugs

Withdrawal from classroom to principal
   Parents are notified
   Possible suspension

Resolution meeting with parents and/or counsellor/teacher prior to returning to school
Strategies for dealing with unacceptable behaviour in the playground
For students who do not comply with Students’ Code of Behaviour

Name on playground clipboard
Immediate action by teacher
Eg. Restorative practice
Discussion with child
Time out
School service

After lunch clipboards sent to office
Principal to follow up serious incidents
Detention 1-5 days as appropriate

Clipboard sheets are monitored by principal on Friday afternoons
Letters are sent home to parents when children’s names have been recorded on the clipboard for three significant offences in one term
After three detentions in one term interviews are arranged with parents (and counsellor if appropriate)
Possible withdrawal of privileges and restricted use of playground

Consistent defiance
Violent behaviour
Swearing at a teacher
Possession of weapons or drugs

Withdrawal from playground to principal
Parents are notified
Possible suspension

Resolution meeting with parents and/or counsellor/teacher prior to returning to school after suspension.

This policy was last ratified by School Council in.... Term 4 2006.

Policy updated term 4 2009. Policy to be reviewed as part of the school’s five-year cycle.