Statement of Purpose

Gymea Bay 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/s 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)
  - Learning and Support Teacher (LaST) assistance
  - Learning and Support Officer (LaSO) assistance
  - English Second Language (ESL) teacher
  - 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 Support Team
- Speech Therapy
- Occupational Therapy
- Intensive Reading
- School Nurse
- Mental Health Team
- Student Wellbeing Unit
- Department of Community Services (DOCS)
- Police Youth 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.

The school will comply with all privacy issues in accordance with current legislation and departmental requirements.

References

- Values in NSW Public Schools 2004
- Student Discipline in Public Schools Policy 2006
- Student Welfare Policy 1996

This policy replaces

- Student Welfare Policy (previous – not dated)
Care and Supervision of Students

School Procedures
- The school operates between the hours of 9.10am and 3.10pm.
- Formal supervision of the playground operates from 8.40am.

Bell Times
- 8.40am: Students go to play in the playground
- 9.10am: Lessons commence
- 11.10am – 11.30am: Recess
- 1.00pm – 1.30pm: First half of lunchtime. Students eat lunches with teachers for first 10 minutes
- 1.30pm – 1.55pm: Second half of lunchtime
- 3.10pm: Home time

Out of Bounds Areas for unsupervised play include:
- outside the fence line;
- near the administration building;
- behind the staffroom;
- all classrooms and verandas, library, AV rooms, toilets and hall if unsupervised;
- the front and back car parks and adjacent areas;
- the driveway behind the admin block;
- the front area of the school and front driveway;
- the area at the side of the senior boys’ toilets.

Before School
- Students arriving at school before 8.40am must sit under the library verandah with their school bags except for special activities organised throughout year.
- Students attending OOSH are to proceed with bags to the class bag areas at 8.40am.
- At 8.40am, students put their bags away in class bag areas.
- Students arriving after 8.40am are to leave bags in class bag areas and proceed to the playground. NB. The two classes in the admin block leave bags on seats along eastern side of library.
- At 9.10am, students line up for assembly (Mon and Fri) and for classes (Tues, Wed, Thurs).

Recess
- All students are to move to the silver seats or other designated areas at the start of recess.
- Students will be released to play by the duty teachers when finished eating after the eating bell and when the area is clean.
- 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 on the silver seats and other designated areas.
- At 1.10pm, students are dismissed to the playground after lunch area is clean.
- 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 bell.
Library
- The library is open from 1.30pm Monday – Thursday.
- Students are to line up outside the library and wait for permission to enter.
- Only 30 students will be permitted in the library each lunch time.

Playground Equipment
This equipment is for use by enrolled, supervised students only.

After School
- All students are to leave the school in an orderly way, via the three pedestrian entrances in Gymea Bay Rd, Coonong Rd and June Place.
- Students are not permitted to leave the school via the car parks.
- Bikes, scooters and skateboards are not to be ridden inside the school grounds or across the crossings.
- Students attending Out of School Hours Care are to proceed in an orderly way, to the OOSHC building after dismissal from class.
- Parent pick-up areas are the COLAs and the June Place quadrangle.

Crossing Roads
- All students are to wait on the footpath at the crossings and wait for the signal to cross.
- The RTA supervisors will supervise safe crossing by all students.
- Bikes, scooters and skateboards are not to be ridden across the crossings.

Wet Weather Procedures

WET WEATHER ANNOUNCEMENT INDICATES 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.
- 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
- Deputy principals 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 apart from back grass areas. These duty teachers will do duty in the asphalt areas.
- If wet weather is called during the lunch break, teachers will organise with buddy teachers for supervision in classes.

IN CASES OF LONG TERM WET WEATHER THE COLAS 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 an Emergency 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.

NO STUDENTS ARE TO BE IN ANY ROOMS OR VERANDAHS UNLESS SUPERVISED BY A TEACHER

Caring for Sick and/or Injured Students

Always seek help in an emergency

In the classroom
- Send sick or injured child with another responsible child and blue card to the office

In the playground
- Send sick or injured child with another responsible child and blue card to the office
  - Band-aids provided in bum bags
  - Do not send children for ‘a rest’

In Sick Bay

Check child’s name, class and Health Care Plans
Follow instructions in Health Care Plan if applicable
For all injuries - apply ice immediately
For all head injuries – call parents or emergency no.

For all other cases
- If child is having difficulty breathing, is pale, has a temperature, is vomiting, has diarrhoea or is obviously in pain
- Call class teacher to discuss and request child’s belongings
- Call parents or emergency no.

If child has none of the above
- Administer appropriate assistance
- Monitor child for 5-10 minutes
- Send child back to playground or classroom
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.

- **Class Award Systems** – Class teachers employ a variety of strategies in classes to reward student and team effort and achievement.
- **Class Awards** – Values Awards (approx. 10) are presented in all classes each week for effort, performance, citizenship and displaying the school’s values.
- **Weekly Friday Assembly** – Students in all classes receive awards based on the school’s award system.
- **Student of the Week** – Awarded in all K-2 classes at the K-2 assembly.
- **Class of the Week** – ‘Nemo’ awarded at the K-2 assembly each week to the class with the best behaviour at assembly.
- **Annual Presentation Afternoons and Evening** - Recognition of student achievements in all areas of school life. Trophies, book prizes, certificates and medallions are issued to students K-6.

Students’ Code of Behaviour

- 🌿 Care for yourself
- 🌿 Care for others
- 🌿 Care for the school and our world

Values to support the code of behaviour

<table>
<thead>
<tr>
<th>Care for yourself: Personal/Red</th>
<th>Care for others: Social/Yellow</th>
<th>Care for the school and our world: Community/Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doing your best (Excellence)</td>
<td>Kindness</td>
<td>Integrity</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Cooperation</td>
<td>Inclusion</td>
</tr>
<tr>
<td>Trustworthiness</td>
<td>Respect</td>
<td>Understanding</td>
</tr>
<tr>
<td>Resilience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
School Award System

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

- Children receive Personal (Red), Social (Yellow) or Community (Blue) Values Awards.
- Teachers award these in classes.
- Awards are printed with description of values on the back of the award.

- In term 1, all teachers are to implement class programs to develop an understanding of the awards.
- Class posters are to be displayed in each classroom.
- These posters are to be created by the students and displayed in the relevant colours.

- A set number (120) of a mixed collection of Values Awards will be supplied to each class teacher each 12 weeks.
- Specific awards can be swapped for other awards if needed.
- Merit Certificates can be collected from the staffroom as needed.

10 mixed ‘Values in Action’ awards (must be at least 1 award from each values area) = 1 Merit Certificate
Teachers to award in classes

3 Merit Certificates (student brings awards to the class teacher) = 1 Principal’s Award
Principal to award at assembly
Name in newsletter

3 Principal’s Awards = 1 School Badge
Principal to award at assembly
Name in newsletter

5 Principal’s Awards = 1 School Medal
Principal to award at assembly
Name in newsletter

This system carries over from year to year.
Students will be responsible for the safe keeping of awards.
# Our Values

## VALUES IN ACTION

### PERSONAL VALUES AWARD: CARE FOR YOURSELF

**Doing your best**

*Striving for the highest personal achievement*

- Participate
- Hand work in on time
- Do things for yourself
- Don’t blame others
- Challenge yourself
- Strive for excellence

**Responsibility**

*Being dependable, doing the right thing and not expecting others to do things for you*

- Come to school prepared for learning
- Demonstrate self-discipline
- Follow school rules
- Put things away in the right place
- Be in the right place at the right time
- Look after property and the environment

**Trustworthiness**

*Deserving the trust of others, being truthful and honest*

- Tell the truth
- Own up if you are in the wrong
- Hand in lost property or lost money
- Do the right thing

**Resilience**

*Understanding that it is not all about YOU, bounce back and have another go*

- You are not always the winner
- Keep on trying
- Have another go
- Take risks
- It’s OK to make mistakes
- Have hope, believe that no matter how bad things may be, eventually things will be OK

### SOCIAL VALUES AWARD: CARE FOR OTHERS

**Kindness**

*Showing understanding and kindness to others*

- Be kind
- Be a good friend
- Stand up for others
- Forgive others
- Look after each other
- Think how the other person feels

**Cooperation**

*Working helpfully with other people in a team or at play*

- Do what teachers ask you to do
- Join in
- Work well in the team or group
- Accept group rules for learning and playing
- Be considerate of the needs of others

**Respect**

*Honouring rules, regulations and the rights of others*

- Display good manners
- Treat others how you wish to be treated
- Consider others in the class, group or team
- Look after other people’s belongings and the school
<table>
<thead>
<tr>
<th>Community Values Award: Care for the School and Our World</th>
<th>What Does This Value Look Like?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Integrity</strong></td>
<td>• Be truthful in what you say and do</td>
</tr>
<tr>
<td>Standing up for what you believe in and standing up for others</td>
<td>• Stand up for the person who is doing the right thing</td>
</tr>
<tr>
<td></td>
<td>• Report the truth regardless of the consequence</td>
</tr>
<tr>
<td></td>
<td>• Do your own work</td>
</tr>
<tr>
<td><strong>Inclusion</strong></td>
<td>• Treat people the same</td>
</tr>
<tr>
<td>Treating everyone fairly</td>
<td>• Accept other people and their backgrounds</td>
</tr>
<tr>
<td></td>
<td>• Listen to others and value their opinions</td>
</tr>
<tr>
<td></td>
<td>• Include others in games</td>
</tr>
<tr>
<td></td>
<td>• Display good sportsmanship</td>
</tr>
<tr>
<td><strong>Understanding</strong></td>
<td>• Look at both sides of an argument</td>
</tr>
<tr>
<td>Seeing things how others see them</td>
<td>• Display concern for the feelings of others</td>
</tr>
<tr>
<td></td>
<td>• Treat people with courtesy</td>
</tr>
<tr>
<td></td>
<td>• Be kind to people who are not your friends</td>
</tr>
<tr>
<td></td>
<td>• Be fair in decision making</td>
</tr>
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<td></td>
<td>• Accept group decisions</td>
</tr>
</tbody>
</table>

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 Out of School Hours 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 (ie. don’t show off when successful or be a bad sport when defeated).

School Uniform
- The wearing of school uniform is expected at Gymea bay 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.
### Strategies for dealing with unacceptable behaviour in the classroom

**For students who do not comply with Class Rules**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| Step 1 | - Class rules developed with students  
- ‘Class Rules’ chart displayed in classroom |
| Step 2 | - Non-compliance = Name written on board |
| Step 3 | - Further non-compliance = 1 cross next to name = Time out in classroom  
- Last out at bell time: Behaviour discussed with child using restorative questions |
| Step 4 | - Further non-compliance = 2 crosses next to name = Time out in a nearby classroom  
- Teacher sends ‘Teacher Referral’ sheet with child  
- Child completes a ‘Thinking about my behaviour’ sheet  
- Child returns to class after 20 minutes or when the bell goes |
| Step 5 | - Further non-compliance = 3 crosses next to name = Child sent to a DP  
- Teacher sends ‘Teacher Referral’ sheet with child  
- Appropriate consequences as decided by DP  
- DP sends note home to parent with a return slip  
- Child takes home ‘Thinking about my behaviour’ sheet |
| Step 6 | - Child’s name removed from board at end of day |
| Step 7 | - Child returns parent slip to DP the following morning |

#### In extreme situations send child with a red emergency card to a DP

| Step 8 | - DPs enter data into ‘Sentral’ online behaviour system |
| Step 9 | - Child sent to DP three times in a month, then …  
- Behaviour Modification Management Plan (BMMP) developed by classroom teacher with grade coordinator and support staff  
- BMMP implemented in classroom  
- DP sends letter home to parents |
| Step 10 | - If non-compliant behaviours continue …  
- Interview with parents  
- Possible withdrawal of privileges |
| Step 11 | - Consistent defiance, violent behaviour, swearing at a teacher  
- Possession of weapons or drugs  
- Withdrawal from classroom to principal  
- Parents notified  
- Possible suspension |
| Step 12 | - Resolution meeting prior to return to school |
**Strategies for dealing with unacceptable behaviour in the playground**

*For students who do not comply with Students’ Code of Behaviour*

**For students who do not comply with playground rules**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Name and details recorded on purple slip (in playground bags)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Immediate action by teacher:</td>
</tr>
<tr>
<td></td>
<td>- Eg. Restorative chat – see playground boards</td>
</tr>
<tr>
<td></td>
<td>- Discussion with child</td>
</tr>
<tr>
<td></td>
<td>- Time out</td>
</tr>
<tr>
<td></td>
<td>- School service</td>
</tr>
<tr>
<td>Step 3</td>
<td>Purple slip sent to DP (K-2) or DP (3-6) at end of duty</td>
</tr>
<tr>
<td>Step 4</td>
<td>Appropriate consequence as decided by executive staff</td>
</tr>
<tr>
<td></td>
<td>- DP to enter details into ‘Sentral’</td>
</tr>
<tr>
<td>Step 5</td>
<td>Letter sent home to parents when:</td>
</tr>
<tr>
<td></td>
<td>- child on detention</td>
</tr>
<tr>
<td></td>
<td>- three purple slips in one month</td>
</tr>
<tr>
<td>Step 6</td>
<td>Child returns parent slip to DP the following morning</td>
</tr>
<tr>
<td>Step 7</td>
<td>Three detentions within a term = Interview with parents</td>
</tr>
<tr>
<td></td>
<td>- Possible withdrawal of privileges and/or restricted use of playground</td>
</tr>
</tbody>
</table>

**For all urgent situations,**

*send a child with an emergency card to the office.*

**Dealing with urgent situations in the playground**

| Step 1 | Withdrawal from playground to principal  |
|        |   - Parents notified  |
|        |   - Possible suspension  |

**For…..**

| For….. | Consistent defiance  |
|        |   - Violent behaviour  |
|        |   - Swearing at a teacher  |
|        |   - Possession of weapons or drugs  |

| Step 2 | Resolution meeting prior to return to school |

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This policy was developed by the Student Welfare Committee in….2012

Policy to be reviewed as part of the school’s review cycle