

Behaviour Management Policy

YARRAGON PRIMARY SCHOOL: No.2178

RATIONALE:

At Yarragon Primary School the core purpose of our approach to Behaviour Management is to provide an atmosphere throughout the school where children feel safe, secure and happy in order to maximise the learning opportunities that are available. Our core business is teaching and learning to develop children to be literate, numerate and curious. This policy is designed to maximise these opportunities for both students and staff.

In an effort to accomplish this goal, we have developed a Behaviour Management Policy which is based on School-wide Positive Behaviour. This framework specifies that we develop expectations which are underpinned by the schools' values and responsibilities of Confident Caring Respectful Learners.

AIM:

Our aim is to support students to make the right choices in a given situation and to guide them through this process to build a school environment based on positive behaviours and values.

CONFIDENT CARING RESPECTFUL LEARNERS

POLICY:

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole school and classroom practices including:

- Establishing predictable, fair, and democratic classroom and school environments
- Ensuring student participation in the development of classroom and whole school expectations
- Providing individualised learning plans where appropriate
- Empowering students by creating opportunities for them to take responsibility and be involved in decision making
- Providing an environment that fosters positive behaviours and effective engagement in learning

Inappropriate behaviours, including irregular attendance will be responded to through a staged response including:

- Understanding the student's background and needs
- Ensuring a clear understanding of expectations by both students and teachers
- Providing consistent school and classroom environments
- Scaffolding the student's learning programs

Yarragon Primary Schools responsibilities chart is displayed in every learning area including specialist classrooms and is incorporated into each classroom behaviour management plan. Every learning area operates within the rules and responsibilities as established by the schools' students and teachers. Focus/Behaviour plans are developed in consultation for individual students as required and a copy provided to parents/carers and the Principal.

The process through which these rights and responsibilities are followed is consistent throughout the school and follows these steps:

Positive acknowledgement

Students who show behaviours consistent with the schools' values and expectations will be acknowledged through:

- Effective verbal praise
- Certificates, stickers etc
- Dojo points to contribute to class rewards
- Bonus grade activities such as grade picnics/lunches
- Additional incentives, depending upon individual classroom ideas
- General recognitions/congratulations at assembly and presented in newsletter and on YPS Facebook – presentation of Student of the Week Awards / House Cup award for both individual and grade awards

Behaviour management in the yard

Expected behaviours

- Follow instructions straight away.
- Play in correct areas and be safe
- Keep hands, feet and objects to yourself
- We speak in a friendly and respectful way to each other at all times
- We play fairly and have fun
- We use equipment and other materials correctly

For students who do not display behaviours consistent with our expectations at Yarragon Primary School we have a list of minor and major incidents. These can be found in the Yard Folder.

- For most students a warning will be sufficient. Minors will generally not be recorded in the Yard Folder but a restorative conversation with the yard duty teacher will take place
- Following a warning, the student may get their name in the Yard Folder. They may be asked to walk and talk with the teacher. This may be between 5-30 minutes
- Any severe rudeness or disrespect to adults will result in an automatic removal from the yard and repeat offences will result in time with a teacher in the Re-Think and Re-Engage room, a school detention or for more serious behaviour a school suspension.
- Any throwing of sticks or stones, or other dangerous objects will result in children being removed from the yard immediately and be expected to go to the Re-Think and Re-Engage Room immediately or at the next recess/lunch break.
- More serious offenses such as directed verbal abuse or aggressive behaviour will result in removal from the yard to the Re-Think and Re-Engage room with a teacher or Principal Office

(Staff will use a red card system or a telephone call to secure adult to help in yard)

- Further sanctions or detentions may be employed at the discretion of the Principal

Other management strategies will be employed to support students as required. This may include contact with parents/carers and or Student Support Services.

Consequences for severe yard behaviour

- Immediate withdrawal of the yard to the Principal/or delegate
- Parents of offender and victim notified
- Consequences will vary depending on the nature of the incident and the student's previous behaviour both in and out of the classroom. Consequences may include but are not limited to:
 - Removal from the yard
 - Loss of recess and lunchtime plays privileges
 - Outdoor and Indoor Notification forms
 - Time in the Re-Think and Re-Engage room with teacher
 - Internal suspension with relevant documentation to inform parents/carers
 - Home suspension with relevant documentation to inform parents/carers

Re-Think and Re-Engage – Documentation

When a student's behaviour requires them to be removed from the yard to the Re-Think and Re-Engage room, the following processes will be followed by the staff members completing the reflection.

1. At the beginning of a Re-Think and Re-Engage session, the teachers (there are always 2) will check the folder in the room for lists of students who are required to be in the reflection room. One of the teachers must then call up the students who are required. If there are **no** students listed, the teachers must remain in the space in case a student is sent in from the yard. If students are sent in from the yard, their name must be added to the folder.
2. Complete the Outdoor Behaviour Notification Form with the student. If the form is completed write an **F** with a ✓ next to it. If it is incomplete an **X** needs to be used instead.
3. Student will then complete a reflection with the teacher(s). Once the reflection is completed write an **R** with a ✓ next to it. If it is incomplete an **X** needs to be used instead.
4. A Re-Think and Re-Engage session is finished after 30mins. If the student has not completed the whole 30min, their name must be added to the following day with the time remaining.
5. The form must be completed and signed by both the student and the teacher(s).
6. When the teacher(s) have completed the Re-Think and Re-Engage sessions for the day, they will then need to do the following:
 - a. If the teacher(s) deem that the form does **NOT** need to be sent home to parents to read, sign and return to school, then place the original form on the Wellbeing Officer's desk.
 - b. If the teacher(s) deem that the form **DOES** need to be sent home to parents to read, sign and return to school, then the staff member must write on the top **COPY SENT HOME** on the top of the form and photocopy the document.
 - c. The original document will then be placed in an envelope with a courtesy slip stapled to the top corner. The envelope will then be address of the **parent/guardian** will then be written on the envelope and it will be sent via post – this avoids the parents not receiving the form.
 - d. Place the photocopy on the Wellbeing Officer's desk.

Behaviour data collection

Students who have not been able to follow the Yarragon Primary School indoor/outdoor rules will have their names recorded into the school's student data management system (Compass). A follow up notification will be sent home

to parents if the student offends three or more times in one week, and a time for to meet with the principal or delegate/parents will be organised in a timely manner.

Classroom teachers in consultation with relevant stakeholders will develop behaviour management plans for students who regularly appear in the yard folder. This will include identified triggers and those to be avoided, Check-in and Check-out practices with the student, re-teaching expectations and 'instead' behaviours and Restorative Practices.

Classroom Management

Effective classroom management is underpinned by engaging curriculum that is catering for individual students' needs and personality. Classroom teachers are responsible for developing individual behaviour management and learning plans for the students in their class, if required. Teachers are expected to keep records of students' inappropriate behaviours to monitor patterns and to assist with the development of management plans. Please see further below for this process.

Classroom expectations and rewards

The School Values and Responsibilities will be taught across the school and be reviewed throughout the year. Specialist teachers will ensure that the expectations for their learning programs are consistent with classroom expectations. Students who are behaving in accordance with Yarragon Primary Schools expectations will be acknowledged for their positive behaviour and attitude as outlined in positive acknowledgements.

There will be consequences for those students who do not show behaviour consistent with Yarragon Primary Schools responsibilities and expectations.

Corporal Punishment is prohibited in all Victorian Schools. Corporal Punishment will NOT be used at the school under any circumstances.

Consequences for inappropriate classroom behaviour

1. Warning – Name written
2. Name + X = 10 minutes time out in classroom. This will include a conversation by the teacher with the student
3. Name XX – 10 minutes time out to a buddy grade. This will include a conversation by the teacher with the student and learning to go with student to buddy room.
4. Name XXX – Removal from classroom for 30 minutes to buddy grade. The student is expected to do their classwork in the buddy grade. Work missed as a result of time wasted and in buddy grade to be made up in student's recess or lunch break in the Re-Think and Re-Engage space. Teacher to send a notification to the family on Compass.
5. Name XXXX – Go to the Principal/Delegate. Parents will be notified. Consequences will differ according to behaviour. These may be:
 - A detention before / after school for up to 45 minutes
 - Internal suspension
 - Suspension from School

The same series of correctives will be used by both specialist and classroom teachers and the successful implementation of this policy relies on effective communication of students needs and behaviours between

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teaching staff in order to ensure a consistent school wide approach. The crosses next to the name are cumulative over a day. **The next day is a new day. The student and the teacher have the opportunity to restore their relationship.**

Students who exhibit behaviours that constantly challenge the school and the classroom expectations will have Individual Behaviour Management Plans developed after consultation between the student's teacher, parents and Principal.

Consequences for severe indoor behaviour

- Go to the Principal or Delegate. There is a possibility of a 45-minute detention after school or other consequences at the discretion of the Principal.
- After school detentions will be held after school on Mondays from 3.15 pm – 4.00 pm
- Any student who receives a suspension and / or 3 x Behaviour Notifications a term *can* be excluded from excursion and / or representative roles for the school for 10 weeks at the discretion of the Principal.
- A student who has received 4 x Yarragon Primary School Behaviour Notifications (Indoor or Outdoor) will receive an in-school suspension following the 4th Behaviour Notification form.

Indoor Notification – Documentation

When a student's behaviour requires them to be removed to time-out space or from the classroom to a buddy room, the following processes will be followed by the teacher or ES in consultation with the teacher. These **MUST** be completed on the date of the offence.

1. Using the Compass school management system, staff will enter the indoor notification through the **WELLBEING -> BEHAVIOUR** tab.
2. Search for the offending student.
3. Click on **+ADD** to add a new log.
4. Select **NEGATIVE** and then the appropriate behaviour in the drop-down menu.
5. Input class, date and location.
6. Write a comment outlining behaviour and consequences. Ensure a list all of the buddy exits completed and that you write details of discussion with student.
7. **CREATE**

This policy has been developed in accordance and under the supports of the Department of Education and Early Childhood Development Guidelines for developing the Student Code of Conduct.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	September 2021
Consultation	School Council & Staff Consultation - October 2021
Approved by	Principal
Next scheduled review date	September 2023