



# ST MARY'S POSITIVE BEHAVIOUR AND ANTI-BULLYING POLICY

## RATIONALE

St Mary's is a community of teachers, students and parents living and sharing Christian values. Therefore in partnership between home and school we challenge each student to achieve their best within a positive environment. We believe that discipline is an ongoing process that nurtures the total development of the child and is an interchange of values between home and school.

At no times is corporal punishment acceptable at St Mary's.

## AIM

- ◇ To provide a safe, pleasant, environment for all children, staff and parents which fosters a sense of belonging, positive self esteem and a love of school.
- ◇ To promote a spirit of care and respect for all as expressed in our school motto.
- ◇ To empower and support children who encounter bullying.
- ◇ To provide children with strategies to follow if they find themselves being bullied.
- ◇ To inform students, staff and parents about what constitutes 'bullying' and to establish procedures to deal with bullying issues.
- ◇ To develop skills in self discipline, in specific cases this may include using an individual Behaviour Management Plan developed with the child and parents.
- ◇ To familiarise all students, parents and teachers with the Wristband, Colour House and Consequence System and to regularly use these procedures.

## SCHOOL RULES

Our Positive Behaviour and Anti-Bullying Policy is written around our school rule of C.A.R.E.

- Care and Respect Ourselves
- Care and Respect Others
- Care and Respect Property

## **COMMENDATION OF POSITIVE BEHAVIOUR**

**At St Mary's, we recognise and affirm children for their efforts and achievements in academics, school spirit, Christian attitude and behaviour. Our reward systems have been established to support our Teaching and Learning which assists children to become responsible for their own actions.**

**Throughout the day many opportunities arise for recognising a child's efforts in the classroom or on the playground.**

**This is evident at St Mary's by:**

### **On the Playground**

1.1 Students who display good citizenship on the playground receive a wrist band. Once they have received 3 bands they earn a Bronze Certificate, a Silver Ribbon (6 bands) and a Gold Medal (9 bands). These may be accumulated throughout the year. Bands may also be handed out in wet weather duty.

1.2 The bands are handed to the teacher who records it on a class chart. The primary class and infants class that collects the most bands at the end of the term receives a special reward, negotiated between students and teacher.

1.3 Those students receiving Gold Awards throughout the year will be invited to a Morning Tea with the Principal and their parents.

### **In the classroom**

1.4 Within each classroom teachers are encouraged to have in place their own individual positive behaviour reward system. This system will be related to the needs of their class.

1.5 Students who display conscientious, caring or responsible behaviour can be rewarded by being given 5 points for their colour house. These points are recorded in the classroom, collated at the end of the week and the weekly winner's colour house flag is displayed at Monday morning assembly. The team with the most number of points on Wednesday, Week 5 and Wednesday, Week 10 each term will be allowed to wear mufti.

### **School Assemblies**

1.6 Care and Principal's Awards are presented to children at each assembly. Gold, Silver and Bronze awards are also presented to students.

## PLAYGROUND EXPECTATIONS

On the playground students are expected to follow the school rules which ensure all students are safe.

- 2.1 In the instance of misbehaviour, students will be given a warning and a reminder of the rule they are breaking and this will be followed by time out (5 – 10 mins) if the behaviour has not ceased.

**Marist site time out area:** silver seats in view of the teacher on duty.

**Mercy site time out area:** first silver seat closest to classroom block.

### **A PBS slip must also be completed.**

- 2.2 Teachers should use the REFOCUSING SCRIPT located in their duty bag.

- What are you doing?
- What rule are you breaking?
- What should you be doing?

- 2.3 Teachers ensure all children have their say and are heard.

- 2.4 In the instance of escalated behaviour teachers should use the HELP SCRIPT located in their duty bag.

- I can see something's happened.
- I'm here to help.
- Talk and I'll listen.

### **SERIOUS MISBEHAVIOUR**

- 2.5 Students who display unacceptable behaviour that does not cease after the above process or **display physical/verbal abuse to peers/teachers** are removed from the situation. The Refocusing or Help Script is used.

- 2.6 They are given a Behaviour Note. This note is taken home and returned the next day with their parents' signature. The student is withdrawn from the playground and completes a 4W sheet with an executive member. **A PBS slip must also be completed.**

- 2.7 A PBS slip must be completed for any offence that is of concern to the duty teacher.

# ANTI-BULLYING

## What is bullying?

- Bullying is the conscious desire to hurt, exclude or put someone down to make them feel uncomfortable and unsafe.
- There are five types of bullying: body, word, group, mind and cyber.
- Bullying is serious. It is using power over another person.

## Anti-Bullying

3.1 At St. Mary's we believe that **Care and Respect** for everyone is shown at all times. Bullying behaviour is not acceptable in any form.

3.2 We educate students, staff and parents that bullying does not always involve hitting and punching but may also involve name calling, exclusion from games and spreading of rumours. This may include the use of mobile phones or the internet (cyber-bullying).

3.3 We encourage children being bullied and those who see bullying behaviour occurring, to:

Turn – Ignore what is being done; walk away when you're being bullied.

Talk – Ask them to stop; ask someone being bullied if they need help.

Tell – Go with the person to a safe place; report what's happening to an adult.

3.4 In Term One of each year, a Positive Behaviour Program is taught in each grade K-6. This program incorporates social skill development, anti-bullying strategies (based on the Peer Support Foundation Anti-Bullying Program) and behavioural expectations. This results in the formulation of class rules and consequences.

3.5 If students are identified as displaying bullying behaviour the same procedure for Serious Misbehaviour will be followed.

3.6 The PBS slips are reviewed fortnightly by the PBS committee to monitor patterns of bullying. Where a pattern has emerged the class teacher, Principal and parents will meet to discuss and implement appropriate action.

3.7 Bullying Notification System-If children feel they have been bullied, they are to report the incident to the teacher on the playground or in the classroom. It is the child's responsibility to collect a form from the office (only for bullying situations). They must complete the form, at school or at home, and return it to the special box in the office as soon as possible. A teacher will get back to them within 3 days to help resolve the situation. Both children are interviewed and consequences discussed. A decision is made and the consequence is recorded.

These forms are kept and will be examined and analysed by the PBS Committee. Children who are identified frequently as displaying bullying

behaviour will be given strategies to help them to relate more positively with their peers and to encourage a change in behaviour. A record will also be kept of those children who report incidents of bullying frequently and they will be given appropriate assistance, if required.

Parents will be notified each time their child is interviewed if they so request. A note and tear off slip will be included in the school newsletter at the beginning of each year. Parents return the slip if they wish to be notified each time their child is interviewed.

If a parent has decided not to be informed of any interviews, it may be necessary in some instances for the school to make the decision to contact parents.

## **CLASSROOM EXPECTATIONS**

- 4.0 Each class teacher will negotiate a set of positive class rules with the students. A process of teaching these rules will be followed Week 1 Term 1 by all class teachers.
- 4.1 The rules are prominently displayed and regularly communicated to the students. A copy of the rules is given to the parents at the Information Session in Term One.
- 4.2 Each teacher will follow the six point management plan:
  - 1. Reminder of the Rule (Warning)
  - 2. Time out in the classroom.
  - 3. Removal from the classroom (Time out in another room or office) Student completes a 4W reflection form. Teacher completes a PBS form.
  - 4. Removal from the classroom to the Office (Inform Parents)
  - 5. Child sent home where behaviour extreme.
  - 6. Begin each day as a new start.
- 4.3 If a student displays serious unacceptable behaviour a Behaviour note will be completed and sent home for their parents' to sign. They will be withdrawn from the playground and a 4W sheet will be completed.

## **BASIS OF DISCRETION**

The school reserves the right to exclude any student from the Student Management Procedures and to develop an individual management program appropriate to the student's particular needs. Swearing at or hitting a teacher is never acceptable and will result in a suspension.

**At no time is Corporal Punishment allowable at St Mary's.**

## **SUPPORT DOCUMENTS**

- ◇ Playground Supervision Document
- ◇ Reflection Sheet – 4W sheet
- ◇ St Mary’s School Rules
- ◇ St Mary’s School Uniform Regulations
- ◇ Proformas of Notes to Parents
- ◇ Individual Behaviour Management Contract

## **EVALUATION**

The policy is evaluated biannually. The evaluation will examine the success of the policy through comments from the school community.

**Signed:** \_\_\_\_\_  
**Principal**

**February 2010**  
**Date Modified,**  
**Ratified &**  
**Implemented**

**Review: November 2010**

## PLAYGROUND SUPERVISION

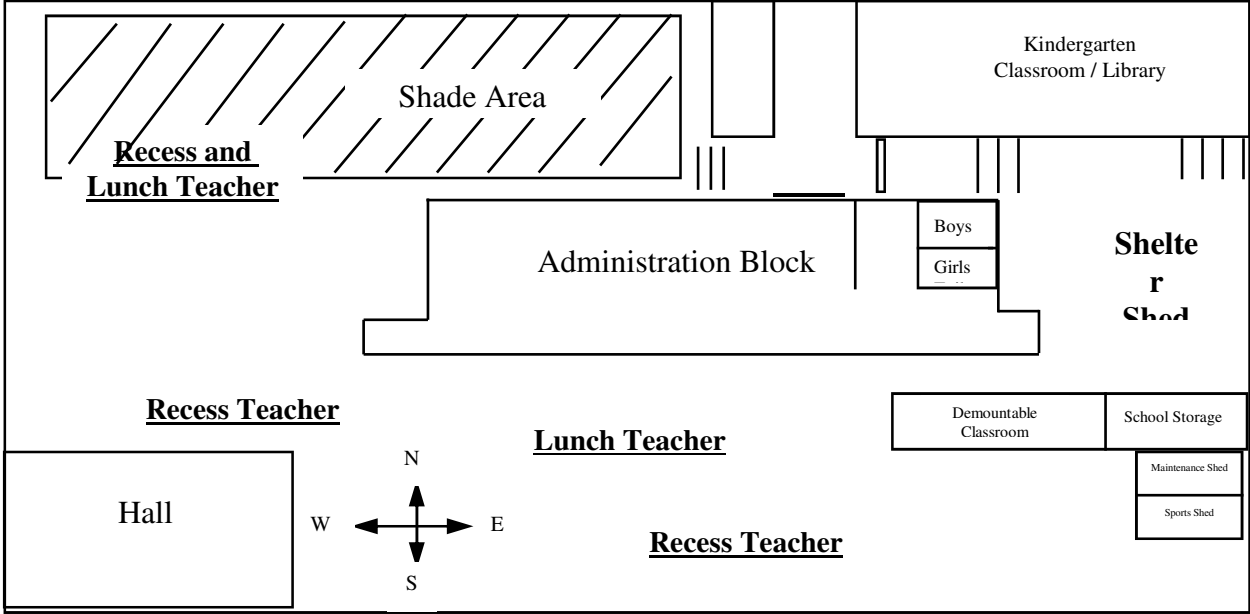
- ◇ Wear a hat and take the class duty bag (first aid, office pass, emergency pass & toilet passes). Only children with a toilet pass are to be in the toilets during the free play period.
- ◇ Be on time, keep circulating and be an active participant helping to avoid conflict situations.
- ◇ Give out wristbands as appropriate.
- ◇ Be aware of playground rules to ensure consistency. See below for complete list of rules.
- ◇ For inappropriate behaviour use the REFOCUSING SCRIPT located in duty bag:
  - What are you doing?
  - What rule are you breaking?
  - What would the appropriate behaviour be?
- ◇ For escalated behaviour use the HELP SCRIPT located in duty bag:
  - I can see something's happened.
  - I'm here to help.
  - Talk and I'll listen.
- ◇ For dealing with small social problems:
  - (a) Provide suggestions and encouragement on how the child could deal with the situation;
  - (b) Monitor child from a distance;
  - (c) Intervene if necessary.
- ◇ For children's conflicts allow them five minutes to go away together and sit down and work it out.
- ◇ Follow map over page to ensure you patrol the area for which you are responsible.

## CHILDREN'S PLAYGROUND RULES

Speak in a friendly manner.

Play, move and act safely:

- Stay in-bounds
- No hat, no play (Seating under trees is for Primary children without a hat and Infants children are to sit on silver seats under shade area.)
- Hands off
- No kicking games





# PLAYGROUND ROUTINES

## Morning

Morning duty commences at 8.30 am, prior to this children sit on seats outside the office area.

**1st Bell** 8.48 am  
Children walk to lines and begin to settle down.

**2nd Bell** 8.50 am  
Children are expected to be quiet and teachers are present.

## Recess

The bell to commence recess goes at 10.50am.

### **Infants & Primary - Marist:**

**1st Bell** 11.13am  
Children need to:

- (a) pick up papers
- (b) go to the toilet - infants only
- (c) be seated quietly in designated area.

**2nd Bell** 11.15am.  
Children are seated and quiet.

## Lunch

The bell to commence lunch goes at 12.55pm.

### **Infants - Mercy:**

Children sit and eat lunch for the first 15 minutes.

Year groups take turns playing on the grass area.

A bag of equipment is provided for the children to play with. This includes items such as balls, skipping ropes, elastics etc.

Teacher changeover 1.20pm

At **1.35pm** children classes are sent to the toilet one grade at a time. They are asked to pick up papers on the way. One teacher supervises the toilet area. Children continue playing until the 1.48 bell.

**1st Bell** 1.48pm  
Children freeze and are reminded to:  
(a) collect their lunch boxes  
(b) line up before the second bell.

**2nd Bell** 1.50pm  
Children are seated on their lines.

### **Primary - Marist:**

Children sit in the shade area or on one of the silver seats and eat lunch for the first 15 minutes.

At 1.10 a play bell rings. Classes are then allowed to play. Any child still eating must finish before being allowed to play.

Year groups take turns using the Touch Footy area.

Teacher changeover 1.20 pm

**1st Bell** 1.48 pm  
Children need to:  
(a) pick up papers  
(b) go to the toilet  
(c) be seated quietly in shade area.

**2nd Bell** 1.50 pm  
Children are seated and wait for their teachers.