MISSION STATEMENT

At Mt St Patrick Primary School we are committed to:

Educating students in the beliefs, traditions and practices of the Catholic faith and Strengthening their relationship with Jesus Christ

Providing quality education and nurturing a love of life-long learning

Fostering the respect, self-esteem and dignity of each student

Inspiring a sense of hope, justice and courage which empowers students to make a difference in our world
PHILOSOPHICAL BASIS

RATIONALE:

Pastoral Care at Mt St Patrick Primary School endeavours to uphold and sustain the policies and practices implemented within the school which foster the values of mutual respect, responsibility and service within the school’s community. A commitment to democratic processes, cooperation and concern for the common good of all our students are principles which students are progressively encouraged to emulate in their relationship with others.

We believe that pastoral care cannot be thought of in separate terms from the teaching and learning within the school: it is a key determinant of successful learning. At Mt St Patrick Primary good pastoral care will be exemplified by the following:

- Quality teaching and learning
- Promotion of self discipline
- Clear discipline guidelines
- High expectations of students performance
- Teachers caring for students at a human level

At Mt St Patrick Primary we work together to embrace the example of Jesus and the teaching of the Gospel.

Therefore we will:

- Provide opportunities for the whole community to come together in prayer
- Foster quality interpersonal relationships between staff, students and parents
- We will provide care for those within the community especially those experiencing need
- Ensure that the school experience for our students will be one of hope and promise for the future
- Nurture a spirit of cooperation and hospitality

At Mt St Patrick Primary School we respect and acknowledge the dignity of each person.

Therefore we will:

- Respect and display sensitivity towards varying cultures within the community
- Appreciate and accommodate different learning styles
- Implement positive behaviour management strategies within the classroom and playground
- Identify children with specific learning needs and implement programs that cater to the individual
- Affirm growth as an individual through an awards system
- Promote opportunities for celebration both at an individual and community level

At Mt St Patrick Primary we provide a safe and caring environment
Therefore we will:

- Ensure that children are aware of rules and expectations for both classroom and playground
- Follow a clear set of rules
- Encourage teachers to maintain the implementation of classroom and playground behaviour management strategies
- Encourage children to take responsibility for their own safety and the safety of their peers
- Encourage children to utilise playground strategies that will assist in maintaining a caring and safe playing environment.

Children need to have their property safe and respect the property of others

Therefore:

- Children will not enter the classrooms before school or during recess and lunch unless accompanied by an adult or unless express permission is issued by a staff member
- Children must not take other people’s belongings
- Children will take good care of school equipment
- Children will ask permission before borrowing other people’s property.

Children need a clean pleasant environment

Therefore:

- Children will place all papers and scraps in the appropriate bins
- Children will help in keeping the school grounds tidy
- Children will eat their lunch between 1:00pm & 1:15pm
- Children will respect the garden areas
- Children will remain seated while eating.

AIMS

To:

- Bring children through the provision of skills and techniques to practise self discipline
- Reinforce home / school partnership
- Ensure consistency
- Develop shared responsibility
- Maintain a safe and secure environment
- Ensure the school community is fully aware of school rules / procedures
- Publish a document / policy
- Have clear consequences (positive & negative)
- Establish guidelines for effective classroom management e.g. time out
- Ensure that justice and equality is clearly visible
- Value learning time for all
BELIEF STATEMENT

BEHAVIOUR MANAGEMENT

At Mt St Patrick Primary we strive for personal excellence where staff and children are challenged to reach their full potential in a caring, secure learning environment, which is underpinned by Gospel values. We are always guided by the knowledge that our Catholic School is founded on the person of Jesus Christ and is committed to the development of the whole child. We appreciate that: a child has a right to learn, and a teacher has a right to teach.

WE BELIEVE:

Children need to respect themselves and others

Therefore:

• Children are to obey teachers, treating them with courtesy and respect especially when being corrected
• Children must respect the rights of others personal and playing space
• Children will be polite and respectful to all authorised adults within our school
• Children will speak kindly and respectfully to each other
• Children will wear their correct school uniform with pride, attention being given to cleanliness (refer to appendix)
• Children will adhere to agreed dress regulations that refer specifically to hair styles & jewellery (see appendix)

Children need to be safe

Therefore:

• Children will play in the designated playing areas
• Children will walk on all concrete and paved playing areas
• Children will use equipment with care and safety
• Children are not to physically hurt other children - “Hands off” policy
• Children will be made aware of the Stranger Danger rules
• The “No Hat, No Play” rule will ensure protection from the sun
• Children / Parents will be notified each term regarding hours of supervision within the school day.
MANDATORY PROVISIONS

DISCIPLINE IN THE CLASSROOM:

a) Rules:
Each class has a set of rules ensuring the individual rights of children. Classroom rules need to be established with the class at the beginning of the school year and be revisited regularly throughout the year. Teachers must ensure that these are written in a positive manner and that they are clearly displayed in the classroom. It is our understanding that in order to help protect students’ rights and encourage responsibility, teachers need to establish basic classroom rules that cover:

- Communication
- Learning
- Movement
- Treatment
- Safety

TEACHERS STRATEGIES:

Class teachers are encouraged to be positive and re-affirming in their approach to pastoral care/discipline. Therefore reward systems & incentives are strongly encouraged (see “Basis of Discretion” for further details).

In dealing with unacceptable behaviour, again teachers are, in the first instance, to implement their own strategies. At all times teachers should keep in mind that any punishment or discipline measure given to a student should be used as a deterrent to prevent the particular behaviour re-occurring in the future. Therefore “The punishment should fit the crime”. (Refer to procedures to modify unacceptable behaviour in “Basis of Discretion”).

If unacceptable behaviour continues, “Time Out” should be implemented.

Time Out operates as follows:

- After 3 warnings children are removed from the general class activity for approx 10 min. At the completion of the 10 min, children are invited to continue to participate within the class if they apologise for their behaviour and ask to be included.
- For Example:
  1. “Excuse me Ms _______ I am sorry that I have been disruptive in class, if I behave myself can I continue with my group work?”
  2. “Excuse me Mr _______ I apologise for continually talking & calling out. If I work quietly can I join the rest of the class?”
- If disruptive behaviour continues they are removed from class activities for another period of time, no longer than 20 min. The same procedure is adopted.
- If the disruptive behaviour still continues the child can be sent to another class for a longer period of time (e.g. 1 hour). Again inclusion back into the class operates through the same procedure.
- If the behaviour has not improved then the child will be issued with a detention. This will then be sent to the Principal / Assistant Principal and the students name will be recorded on the detention cards and a note sent home to their parent / carer.
**PLAYGROUND DISCIPLINE**

**PLAYGROUND RULES**
- Children need to respect themselves and others
- Children need to be safe
- Children need to respect the property of others
- Children need a clean and pleasant environment

Children who do not play in a safe / responsible manner, use inappropriate language or litter will be asked to attend the lunchtime withdrawal class. If a student’s name is recorded three times in one term or a total of six times over a number of terms they will then be given a detention and a note will be sent home.

**SCHOOL UNIFORM**

It is a clear expectation that students wear their school uniform as outlined in the Parent and Staff Handbooks. Variations to the school uniform will only be accepted if a note is received from the student’s parent / care giver. The variation will only be a short-term substitution for the correct uniform.

It is the responsibility of the classroom teacher to ensure that students are wearing the correct school uniform. If a student consistently fails to wear the correct uniform or wears the uniform inappropriately on a regular basis they will attend a lunchtime withdrawal class. If a student’s name is recorded three times in one term or a total of six times over a number of terms they will then be given a detention and a note will be sent home.

**DETENTION and DISCIPLINE PROCEDURES**
CLASSROOM MANAGEMENT

• Classroom teachers will implement their own classroom rules and display them in a prominent position within the class
• Teachers will maintain their own reward / incentive procedures eg. star charts, happy/ sad faces, thunderclouds, stars etc.
• Classroom teachers will monitor school uniform
• “HANDS OFF POLICY” and “NO HAT NO PLAY POLICY” are to be strongly reinforced
• Anti Bullying procedures and policy is to be revised with the students at least once per term
• Special Needs teacher can be used as a professional resource in assisting teachers
• For continued behavioural problems, teachers are encouraged to adopt a “time out” approach
• Children may be “kept in” at lunchtime (see procedure below). However each child must be entitled to a minimum of 25 mins whereby they can eat their lunch, use the bathroom etc.
• Any correspondence sent to parents/caregivers must be sighted by either the Principal or the Assistant Principal before being sent home.
• A teachers may wish to discuss issues with parents by either convening a meeting or by telephone conversation. Notes pertaining to the conversation MUST be recorded.

WITHDRAWAL CLASS – LUNCH TIME 1.25 – 1.50

• After **TIME OUT** there is no improvement in the students classroom behaviour
• Consistently not wearing correct school uniform or not conforming to school dress regulations
• Inappropriate Playground Behaviour
• Out Of Bounds
• Not completing homework consistently without a satisfactory reason
• Breach of General school rules e.g. mobile phones
• On three occasions in one term a child fails to bring in their Music equipment or Library books/material
• This list is not exhaustive and students being sent to the Withdrawal Class is at the discretion of each staff member

(Students sent to the withdrawal class will have their name recorded on personalised card – 3 times in one term or 6 times over a number of terms will result in a note being sent home and recorded as a detention in the discipline book)

STEP ONE: DETENTION - LUNCH TIME 1.25 – 1.50

For inappropriate behaviour such as:

* Bullying
* Disrespectful Behaviour (rudeness, answering back, etc)
* Hitting (Hands off Policy)
* Inappropriate language (swearing, racial remarks and rude gestures)
* Inappropriate behaviour while representing the school (sporting carnivals, excursions etc)
* Being sent to the Withdrawal Class on three occasions in one term or six times over a number of terms
Note: Parents / Caregivers are immediately informed once a student’s name has been placed in the Discipline Book. This will take the form of a written letter. A copy of the letter is given to the parent, teacher and one is placed in the child’s file (in the office) for future reference. The teacher issuing the detention must complete the STUDENT DISCIPLINE REPORT NOTE.

**STEP TWO**

Child’s name placed in the Discipline Book on three occasions in one term will result in:
- A note will be sent to the parents outlining the incidents and our concerns for that student
- The student not being able to attend the end of Term half day picnic.

**STEP THREE:**

Child’s Name is placed in the discipline book for the fourth time in one Term.
- Parents / Caregivers will be required to attend an interview with the Principal and the Classroom Teacher.
- Behaviour Modification Sheets will be sent home for a minimum period of two weeks and an Individual Behaviour Modification Program will be implemented in agreement with the parents / caregivers.

**STEP FOUR:**

Child’s Name is placed in the Discipline Book for fifth time in one term.

**INTERNAL SUSPENSION**

- Parents / Caregivers are contacted by Principal
- Child is withdrawn from class. This withdrawal results in:
  * Normal class work being completed, however there is no interaction with other children.
  * Starting time is 8:45 am
  * Recess time is 10:30 am - 10:50 am
  * Lunchtime is 12:30 pm – 1.00 pm
  * Dismissal is 3.00 pm.
- After a minimum period of three days withdrawal, the Principal in collaboration with the classroom teacher will allow the student back into class for a short time. If positive behaviour is maintained gradual integration back into the “mainstream” will occur. Eventually full participation is allowed however classroom behavioural sheets are maintained for a minimum of two weeks.
- If not already contacted the School Counsellor is contacted.

**STEP FIVE:**

Child’s name recorded for the sixth time in one Term
- Interview with Parents, Additionional Needs Teacher, C.E.O Representative, Class Teacher and Principal.
A student may be suspended or expelled from school at the discretion of the School Principal and C.E.O Representative pending Step 5. Please refer below to Suspension and Expulsion of School Students – Procedures

**NOTE:**

At the conclusion of each Term a new start is given to each student. However discipline procedures for Step 4 & 5 will be continued if so required.

In extreme cases of inappropriate behaviour the School Principal can intervene and Step 4 and / or 5 can be implemented immediately.

**Suspension and Expulsion of School Students – Procedures**

6.1.5 Principals must suspend immediately and consistently with these procedures, including any student who:
- is physically violent: Any student who is physically violent, resulting in pain or injury, or who seriously interferes with the safety and wellbeing of other students, staff or other persons, is to be suspended immediately. The matter may need to be reported to the NSW Police Force.
- is in possession of a firearm, prohibited weapon, (as defined by Schedule One of the Weapons Prohibition Act), or knife (without reasonable cause): Any student in possession of a prohibited weapon, firearm or a knife (without reasonable cause), is to be suspended immediately. The matter must be reported to the NSW Police Force immediately.
- uses, or is in possession of, a suspected illegal substance (not including alcohol or tobacco) or supplies a restricted substance: The Government firmly believes that schools must be places which are free of illegal drugs. Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation (in accordance with the relevant procedure for identification of illegal substances) that the substance is, in fact, illegal. Students who assist other students to obtain illegal substances or supply restricted substances, such as prescription drugs, are also to be suspended. Under arrangements made with the NSW Police Force, the substance will generally be identified within 48 hours of the material being handed to the police by the principal. The cost of this identification will be met by the Department of Education and Training. NSW Police will hold the substance pending any legal action. Schools should contact their school education director to make arrangements. Refer to the Drugs in Schools Policy for additional information.

**REWARD**

Children who do not receive three detentions in one term will be rewarded by being allowed to attend an end of term picnic / fun afternoon.

**Hair Styles:**

**Girls**
Hair is to be clean and of a single natural colour. Styles are expected to be reasonably conservative and appropriate for school. All extreme styles are to be avoided and guided by common sense. Girls with long hair (shoulder length or longer) are to tie it back (with navy hair ribbons) for health and safety reasons.
**Boys**
Hair is to be clean and neatly cut off the collar, of natural colour and even grade and all extreme styles avoided. Styles are expected to be reasonably conservative and guided by common sense. (Examples of unacceptable styles include what are known as ‘undercuts’, ‘lines’, ‘No 1’, grades, marked contrasts in length or shape, excessive gel. This list is not exhaustive).

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**Jewellery and Make - Up:**
The school is conscious that inappropriate / unnecessary jewellery can ‘cheapen’ the presentation of the uniform, as well as raising safety issues, especially when involved in sport/games. Therefore the following guidelines are to be implemented:

- watches are allowed
- neck chains are not to be worn outside the uniform or worn in a visible manner
- a single ring or bracelet is permitted. Cosmetic jewellery is not allowed.
- girls are only allowed to wear one pair of simple ear studs or sleepers in the lower lobe. Boys are not to wear ear rings.
- nail polish and / or make-up are inappropriate and are not to be worn.

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**Mobile Phones**
The use of mobile phones during school hours is not permitted (including excursions). Mobile phones MUST be turned off as soon as a student enters the school grounds and can be turned back on when the student leaves the school grounds. If phones are brought to school the owner of the phone is totally responsible for its security. The inappropriate use of a phone at school will result in a lunchtime withdrawal and possible detention.

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**PARENTAL INVOLVEMENT**

**PARENT GRIEVANCES / COMPLAINTS:**
Refer to Parent Grievance Procedures Policy

**HOMEWORK:**

- Failure to complete Homework on a regular basis is to be assessed on an individual basis.  
  *(Refer to Homework Policy)*
SPECIAL PROVISIONS FOR STUDENT SAFETY

Our School Community values and responds to the call to protect students and staff, ensuring their rights to security through promoting effective disciplinary skills in maintaining a safe, secure and gospel-based environment.

Special Provisions support the right of students and staff to feel safe and protected. These provisions do not authorize or sanction hitting or abuse of students.

These provisions are essential to the maintenance of safe and appropriate learning environments and guarantee the duty of care entrusted to our whole school community in classroom and playground situations.

Every staff member, standing in the place of a parent, is justified in applying force by way of restraining student/s in their care:

- The force does not exceed what is reasonable and appropriate to the situation and
- If the misconduct warrants such use of force

Some situations where physical intervention may be required include:

- The need to protect students or staff when a fight or bullying occurs, including restraining if necessary
- Removing a student who refuses to leave a learning area, playground / toilet area etc
- Intervening in a potentially disruptive situation to prevent escalation into something more dangerous
- Intervening to prevent students doing harm to themselves, each other or staff

Special Provisions support the right of students and staff to feel safe and protected. Staff may only use force that does not exceed what is reasonable and appropriate to the situation, to maintain a safe and appropriate learning environment and / or playground.

POLICY STATEMENT

CORPORAL PUNISHMENT IN CATHOLIC SCHOOLS

Staff at Mt St Patrick Primary School are strictly prohibited from using corporal punishment as a means of punishment or correction of students.

Mt St Patrick Primary school does not condone the use of corporal punishment as a form of behavioural modification in the home situation.

Corporal punishment is defined as the application of physical force in order to punish or correct a student but does not include the application of force only because of action taken to prevent personal injury to, or damage to or the destruction of property of, any person, including the student.
SCHOOL COUNSELLING

School counselling is available for students. This facility is offered by the school. Referrals for student counselling can be made to the Principal or class teacher by parents, guardians or staff.

Students are not permitted to see the counsellor unless they are referred by the Principal and have the written consent of the child’s parent / guardian.

BASIS OF DISCRETION

POSITIVE INITIATIVES THAT REWARD OR HIGHLIGHT GOOD BEHAVIOUR.

- Merit Awards
- Birthdays awards
- Classroom incentives
- Stamps / stickers
- Student of the week
- Principal Awards
- Praising students for appropriate behaviour
- Gotcha Cards: These are to be handed out by school staff to students who are demonstrating Christian Values either in or out of class. Once a child has collected 10 Gotcha Cards they will be presented with a Principal’s award at assembly. Gotcha Cards can be accumulated over the year.
- Termly Incentive - children who consistently behave within the school rules are rewarded by having picnic / fun afternoon at the end of each term.
- School Captains Aussie of the Month - children nominate their peers for “good deeds” that they have performed in the school yard. A short form is filled in and the reason for the nomination is written down. The form is then placed in the Aussie of the Month nomination Box. These are then collected and a student who has repeatedly been nominated will be awarded the Aussie of the Month
- Class Buddy System
- S.R.C
- School & House Captains.
**DISCIPLINE PROCEDURES TO MODIFY UNACCEPTABLE BEHAVIOUR**

- Classroom teachers will implement their own classroom rules and display them in a prominent position within the class.

- Teachers will maintain their own reward / incentive procedures eg. star charts, happy/ sad faces, thunderclouds, stars etc.

- Classroom teachers will monitor the school uniform and if necessary record the names of students who repeatedly do not wear the correct school uniform.

- “HANDS OFF POLICY”

- For continued behavioural problems, teachers are encouraged to adopt a “time out approach”.

- Playground Behaviour Sheets.

- Children may be “kept in” at lunchtime. However each child must be entitled to a minimum of 25 mins whereby they can eat their lunch, use the bathroom etc. Any child “kept in” or put on a “detention” **must be** supervised by the teacher who issues the detention.

- Any correspondence sent to parents/caregivers must be sighted by either the Principal or the Assistant Principal before being sent home.

- A student who receives a detention will have a letter sent to their parent / caregiver outlining the student’s behaviour. The student will then need to bring the letter, signed by parents / caregivers, back to the Principal.

- Teachers may wish to discuss issues with parents by either convening a meeting or by telephone conversation.
APPENDIX

WHAT ARE GOOD MANNERS?

1. Using “Please”, “Thank you”, “Excuse me”.
2. Using a person’s name - addressing others in a way that does not offend.
3. Speaking quietly (importance of tone of voice).
4. Helping to carry parcels etc.
5. Obeying requests immediately without comment or argument.
6. Knocking before entering a room.
7. Body language eg looking at the person speaking: NO hands on hips or in pockets.
8. Treating peers, as we would like to be treated.
10. Treating community property with respect.
11. Treating the school ground with respect.
12. Waiting politely when others are speaking (don’t interrupt).
13. Helping visitors eg taking people to the office.
15. Standing in line politely.
17. Eating politely- lunchtime, play time, party time.
18. Using toilets properly
19. Observing health rules - eg use of tissues, drinking taps, NO spitting.
20. Listening to other’s opinions.
21. Accepting the rights of others - not laughing at other’s mistakes or the way they look, talk, act.
Dear Mr & Mrs ,

I am writing this note to inform you that your son / daughter was placed on detention today.

The reasons for this include:

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•
•

In line with our “discipline policy”, if receives three detentions this term he / she will have the end of Term Picnic Day privilege withdrawn.

I am extremely disappointed with behaviour and trust that an improvement is forthcoming.

As part of our discipline policy we are requesting that complete the page attached and return it to the office.

I trust your support in this matter.

If you would like to discuss this matter further, please make an appointment, as I would be happy to do so.

Yours sincerely,
DISCIPLINE REPORT

Student Name                                                                 Date

Reason for Discipline Note:

Appropriate action in future:

To confirm your receipt of this letter please sign and return.

Father ........................................ Mother ........................................

DATE ........................................ DATE ........................................
SAMPLE

Student Discipline Report

Students Name ........................................ Date ............................

Issuing Teacher  ...................... Class Teacher  ..........................

Reason for issuing the DETENTION:

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Student Signature : .........................................................