



## BEHAVIOUR MANAGEMENT

---

**RATIONALE** Santa Clara School strives to create an inclusive Christian community where the message, practice and values of Jesus Christ as proclaimed in the Gospels, are given practical expression.

Santa Clara School upholds Gospel values and as mandated by the Bishops of Western Australia recognizes that all "members are called to relate personally with Jesus himself. His teachings and Gospel values are the educational norms that permeate Catholic school life. Each member of the Catholic school community strives to give Christian witness through words, attitudes and actions. The ethos of the Catholic school contributes to students developing a Gospel vision for society as they learn to live a Gospel inspired life. (Catholic Education Commission of W.A 2013).

At Santa Clara School behaviour management and pastoral care policy is based on upholding the dignity of the human person, created in the image and likeness of God. Each person has an innate dignity and a right to be treated with respect.

---

### PRINCIPLES

1. Santa Clara School has clear standards of behaviour required. Fair rules are set out, and must be followed. In our community the cooperation of each member is required in order to create the common good. Central to our mission is the commitment to the development of full potential that can only be achieved in an environment where acceptable standards of behaviour are apparent and developmentally appropriate with a focus on positive consequences.
2. Gospel values such as honesty, justice, integrity, compassion and love must be apparent in all situations where behavioural issues are addressed. Behaviour Management at Santa Clara must:
  - Be linked to pastoral care,
  - Be proactive in nature,
  - Ensure the health, safety and welfare of all,
  - Support the 'duty of care' requirements,
  - Ensure the right to teach and the right to learn.
  - Reflect the Santa Clara Core Values
3. Parents are expected to be supportive of the behaviour management applied and used at the school.
  - Parents will be provided with an abbreviated form of this document, and will be provided with the full copy if requested.
  - Class teachers will ensure their parent group is made aware of the classroom plan, addressing this at the parent-teacher night, and by providing a summary of the plan in writing at that time.
  - Every member of staff is responsible for ensuring that the Behaviour Management Plan is followed.

## WE WILL INSPIRE



- A staff member cannot abdicate this responsibility at any time, regardless of the duty roster.
  - Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention.
  - The use of appropriate curriculum and learning programs will encourage engagement by students.
  - Student behaviour is best managed in ways that promote reconciliation, restorative practices and are educative in nature.
4. In disciplining our students, we need to teach them two important concepts:
    - certain behaviour is undesirable and should be avoided, and
    - other behaviour is desirable and should be repeated.
  5. Santa Clara explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. Students will not be belittled, humiliated, threatened or ridiculed.
  6. We reward positive behaviour, initially, as a means to develop intrinsic motivation towards positive behaviour within our students. Ultimately, we aim for students to behave in a positive manner because they want to, rather than being compelled by something or someone.

## **SCHOOL RULES:**

- Treat all people with kindness and respect.
  - Respond politely when spoken to.
  - Accept correction and take responsibility for our own actions.
  - Talk to each other and try to work out problems.
  - Speak positively about others and always tell the truth.
  - Use a common language while at school unless language barriers prevent this.
- Move safely and quietly around the school.
  - Walk on all verandahs, stairs, walkways and around buildings.
  - Respond to the bell immediately and wait quietly when lining up.
  - Stop, Look and Listen when the whistle blows.
- Play safely in the correct areas at the correct time.
  - Play within the game rules.
  - Cooperate with others and share the playground.
  - Be kind to each other and play safe, friendly games.
  - Stay in the school grounds.
- Show respect for school uniform and property at all times.
  - Be neat and tidy and wear the correct uniform at all times.
  - Keep our school clean.
  - Use school equipment responsibly.
- No school hat, shade play.
  - Hats must be worn when outside throughout the year.
  - Students without a school hat must play in the shaded under-cover area.

## **PROCEDURES**

### **Before school**

- Students are not encouraged to attend school before 8:25 am.

## **WE WILL INSPIRE**



- From 8.20am each day a member of staff is on duty circulating around the Church, courts, covered assembly area, toilet block, and unlock gates.
- There is to be no use of playground or sporting equipment before school.
- All students are to remain on Church Side of school before school.
- Classrooms will normally be opened from 8:45 for students to prepare their belongings for the day and attend to any matters in the classroom.

### **Brain and Munch time**

- From 10:25-10:35 all children sit in the undercover area to eat and reflect on topics selected by the teachers supervising on duty.
  - Only part-time staff can assist with this time. Full-time teachers are not to be rostered on for this as it will affect the Teacher Workload ratio and they will be in breach of it.

### **Recess & Lunch**

- Early warning siren sounded 5 minutes before bell time for children to pack up, go to the toilet, and get a drink before lining up.
- After recess and lunch all children to line up in class groups in undercover area.
- Duty teachers to ensure children are sitting orderly at this time.
- Children are not to be in classrooms without a teacher or on the upstairs verandah areas at recess or lunch without teacher supervision.
- Teachers are responsible for locking classroom doors at all breaks and when the room is vacated.
- At recess children should be seated to eat in covered area and around lower level verandahs, proceeding to the appropriate play area after placing all rubbish in the bin.
- At lunchtime each child is to sit in the undercover area, where they remain seated for 10 minutes to eat and are only dismissed after a whistle has blown and the area is cleaned of ALL rubbish.
- Children from the upstairs classrooms will finish eating their lunch downstairs in the open space/undercover area – dependent on the weather.

### **Extreme Weather**

#### **RECESS**

- In extreme weather conditions students will be supervised in the Hall
- No equipment or running.

#### **LUNCH** (10 minutes eating time)

- As above, students will be supervised for indoor activities in the Hall in the event of extreme weather conditions or wet weather.

### **After school**

- Students are dismissed at 3:00 pm. From this time each day one member of staff is on duty near the Coolgardie St gate ONLY.

**WE WILL INSPIRE**



- Students will be seated in front of the rose garden outside the office while waiting for parents or guardian. This is the only drive-through pick-up area.
- Parents are asked to use the drive-through pick-up area as a drive through only, if students are not waiting in the assembly area parents are requested to drive around again or park in the parking bays provided outside the school gates.
- Students who are not being personally collected are to move immediately to the pick-up assembly area, sit down with family members, and watch for their vehicle.
- There is to be no use of sporting equipment or playing of games after school.
- Children are not to be in classrooms without a staff member.
- Teachers are responsible for locking classrooms.
- Students not collected by 3:20 pm will be asked to remain near the Administration building for their parent/guardian.
- If student is not collected by 3.30pm parent needs to be notified.

## **PLAYGROUND MANAGEMENT PLAN**

Whilst on duty,

- All children's concerns and behaviour must be followed up.
- Rules must be consistently enforced by ALL staff.
- Time Out Areas are: Church side = bench alongside office wall  
Oval side = in the shade sitting on the limestone of the sand pit.

OR have student walk beside duty member

As a general guide a period of five to ten minutes is appropriate.

- No hat, shade play areas: play in undercover assembly area Monday to Friday at recess, Monday and Friday lunch, Thursday - Friday in the library when open.
- Duty staff must record any accident where a person is injured (or has the potential of further injury) in SEQTA and information class teacher and admin.
- The Administrative Officer in reception will record injuries and actions in the accident report book (CCI), kept in the office.
- ALL critical incidents, including bullying, are to be recorded in SEQTA. The date, time and actions are to be recorded. The original copy is to be passed on to the classroom teacher, if two students from different classes are involved in incidents the request is also passed on to classroom teacher.
- Staff to exercise proper duty of care by circulating around ALL areas and not be anchored in one place.
- For serious playground incidents, the students need to reflect and discuss the incident(s) with the Assistant Principal or Principal and parents will be contacted in the event of serious or repeated playground behavioural incidents.
- When dealing with playground incidents, duty teachers should listen to all versions of events and record students' accounts on SEQTA.

## **CLASSROOM MANAGEMENT PLAN**

- Class teachers must have a **well-documented and clearly displayed plan** for managing student behaviour within their class. **Creative and innovative visual plans** are encouraged to motivate students in the appropriate ways of classroom

**WE WILL INSPIRE**



behaviour. Teachers must encourage students to enact this plan within the classroom.

- **A copy of this plan needs to be in the programme file** and the relief teacher file for relief and specialist teachers to use.
- The **approach taken** to managing student behaviour **needs to be clearly and positively set out at the parent teacher night**.
- **Appropriate records** of student misbehaviour **must be maintained**.
- Parent contact must occur, and be documented on the Record Interview Sheet (Appendix 1) when student behaviour is inappropriate.
- Within the context of classroom discipline, referral to the Principal or Assistant Principal is an appropriate strategy in extraordinary circumstances.
- Consequences as part the management student behaviour should match whenever possible in a logical and natural way to the misbehaviour.
- Teachers should expect that homework and class-work should be completed by students. If activities/homework is unfinished, teachers **may** expect students to complete this during recess or lunch time.
- In the event of a major problem which affects the safety of other students the **Red Card Procedure** needs to be followed.

### **Red Card Procedure – Immediate Assistance Required**

1. The teacher chooses a responsible student to take their RED CARD and find the Principal or Assistant Principals regardless. If not, available front office staff should be notified, office staff will then locate Principal or Assistant Principals.
2. If the Principal is not available, the Assistant Principal will need to receive the RED CARD. If the AP is not available, then another member of staff will be notified who has been designated “in charge” for the time.
3. Principal or AP goes immediately to the appropriate room to discuss with the teacher the action to be taken and follow through with appropriate measures. (see Managing Severe Behaviour Procedure).

**NB: Legally staff only need to do everything in their power that is reasonable. Do not put yourself or your students at unnecessary risk.**