

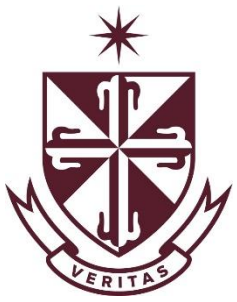


# SANTA CLARA SCHOOL



## Student Engagement Handbook

*At Santa Clara School, we all have the right to feel HAPPY and SAFE.*



# SANTA CLARA SCHOOL

## STUDENT ENGAGEMENT POLICY

**Santa Clara School aims to:**

- Provide a safe, happy and positive learning environment for students, staff and parents.
- Provide opportunities for students to develop, maintain and enjoy positive and respectful relationships.

### STUDENT ENGAGEMENT OVERVIEW

RESPECT	PRIDE	SAFETY	CARE FOR THE ENVIRONMENT
<ul style="list-style-type: none"><li>• Show respect for yourself and the feelings and rights of other children, staff and visitors.</li><li>• Show respect for personal and school property.</li></ul>	<ul style="list-style-type: none"><li>• Take pride in your work.</li><li>• Wear your uniform with pride.</li><li>• Take care of the environment – playground, nature area and sand pits.</li></ul>	<ul style="list-style-type: none"><li>• Resolve conflicts without physical or verbal violence (keep hands and feet to yourself).</li><li>• Use play equipment safely</li><li>• Wear the school hat when outside during sport and play.</li></ul>	<ul style="list-style-type: none"><li>• Pick up and put the rubbish in the bin.</li><li>• Walk on the paths.</li><li>• Take care of trees, flowers and plants.</li></ul>

## STUDENTS

RESPECT	SAFETY	ENVIRONMENT
<p><b>RESPECT (Inside)</b></p> <ul style="list-style-type: none"> <li>• Complete morning routines and activities.</li> <li>• Inside voices – speak quietly and respectfully to each other.</li> <li>• Raise your hand to speak.</li> <li>• Stop, look and listen to the teacher.</li> <li>• Wait your turn to speak – only one person at a time.</li> <li>• Look at the person speaking.</li> <li>• Respect all classroom and personal equipment.</li> <li>• Do your best work, try hard!</li> <li>• Work together and help each other.</li> <li>• Leave personal valuables and toys at home unless requested by the teacher.</li> </ul> <p><b>RESPECT (Outside)</b></p> <ul style="list-style-type: none"> <li>• Keep in mind the Core Values in everything you do.</li> <li>• All play is friendly play.</li> <li>• Speak nicely to each other.</li> <li>• Listen to teacher instructions.</li> <li>• Eat your recess and lunch quietly, sitting down and using your best manners.</li> <li>• Share and care for all classroom sports equipment and help pack away the sport equipment.</li> </ul>	<p><b>SAFETY (Inside)</b></p> <ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself.</li> <li>• Line up and walk around the school quietly.</li> <li>• Use all classroom equipment in a safe and sensible manner.</li> <li>• Walk only in all indoor areas.</li> </ul> <p><b>SAFETY(Outside)</b></p> <ul style="list-style-type: none"> <li>• Teachers and Year 6 Sport Committee only in the sports shed.</li> <li>• Be aware of your own and others personal space when moving around the school.</li> <li>• Maintain good personal hygiene (washing hands, using hand sanitizer).</li> <li>• Apply sunscreen (in appropriate months) and wear your hat at all times.</li> <li>• Walk on the paths, no running on concrete areas.</li> <li>• Play in the designated areas.</li> <li>• Remain on school premises during school hours.</li> <li>• Not picking up dangerous items, tell the teacher on duty.</li> <li>• Listen to duty teachers and follow after school pick up procedures correctly.</li> </ul>	<p><b>CARE FOR THE ENVIRONMENT(Inside)</b></p> <ul style="list-style-type: none"> <li>• Look after the classroom property.</li> <li>• Participate in classroom clean up.</li> <li>• Keep your tray, tables and school bag neat and tidy.</li> <li>• Pack away the games and equipment quietly and neatly.</li> <li>• Recycle paper into provided bins.</li> <li>• Respecting and looking after common areas such as toilets.</li> </ul> <p><b>CARE FOR THE ENVIRONMENT (Outside)</b></p> <ul style="list-style-type: none"> <li>• Respect plants, trees and garden around the school.</li> <li>• Pick up the rubbish and put it in the bin.</li> <li>• Respect our water sources.</li> <li>• Respecting and looking after common areas such as the undercover area and toilets.</li> </ul>



# Student Code of Conduct Statements

*Modified by the Year 5 and 6 students at Santa Clara (2022)*

***You can act safely and competently.***

Always treat others, as you would like to be treated. Be sensible in all that you do and say. Think first!

***You give priority to students' safety and well-being in all your behaviour and decision-making.***

We all think before acting. We all try to make good decisions and choices by telling the truth and respecting each other in the classroom and in the playground.

***You act in accordance with the values of the Gospel and defined in the Code of Ethical Conduct.***

We live like Jesus did and spread the Word of the Gospel by respecting and loving others. We remember to use the gifts from our Sacraments in everyday life.

***You conduct yourself in accordance to laws, agreements, policies and standards relevant to your relationship with the school community.***

Do not break the rules of the school community (School, classroom, playground rules and iPad rules). We need to respect and take care of all school equipment.

***You respect the dignity, culture, values and beliefs of each member of the school community.***

We respect everyone and treat everyone with fairness and kindness. We acknowledge everyone's differences.

***You treat personal information about members of the school community as private and confidential.***

If someone tells you something personal, treat that information as if it was your own. Do not tell anyone else. It is very important to remember to keep your own personal information safe online.

***You give impartial, honest and accurate information about the education, safety and well-being of students.***

Teachers tell parents how their child is going in the classroom. They talk about their child's work and about how they are going with their friends. They tell parents when their children are sick or hurt.

***You support all members of the school community in making informed decisions about students.***

We understand that parents and teachers have skills and information about their children, so we need to listen to them. Parents teach their children as well as teachers, and we should trust and listen to them. Children have the right to speak to parents and teachers about decisions, if they are worried and about how they feel.

***You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.***

We should all be respectful of each other and respect each other's emotions and physical appearances. We should trust each other and be trustworthy.

***You maintain and build on the community's trust and confidence in Catholic schools and the Church.***

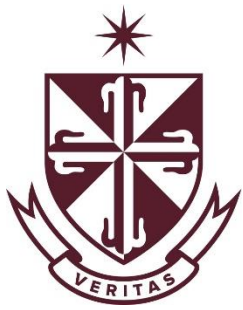
Be kind and tell the truth.

***You act reflectively and ethically.***

You always do the right thing and you are respectful of other people.

***You allow students to have a voice in their education, safety and well-being.***

Students should feel comfortable about talking to teachers about anything and should feel safe at school.



# SANTA CLARA SCHOOL'S SYSTEM FOR STUDENTS

With Suggestions, Problems and Complaints

I'm not feeling safe...  
I have a problem...  
I have a complaint...  
I have a suggestion...

**What should I do...?**



Sounds like you need to talk to someone. There are **LOTS** of people you can talk to.  
Any of the people below can help.

All students at Santa Clara have the right to feel **SAFE** and **HAPPY** at all times!  
At school, these are the people you can talk to if you ever feel unsafe, or have a problem, suggestion or complaint.

## YOUR CLASSROOM TEACHER



Your classroom teacher is responsible for making sure you are safe, happy and learning at school. You can always talk to them.

## OTHER STAFF YOU GET ALONG WITH



Sometimes you may not want to talk to your class teacher. Find a member of your trusted network or another staff member you trust and talk to them.

## ASSISTANT PRINCIPALS



Mrs Grech & Mr Gaudion are always around if you need to talk to someone. They love listening to what kids have to say and can offer help.

## PRINCIPAL



Mr Payne is in charge of everything that happens at Santa Clara, so he is always happy to talk to you about any problems you have.