School Discipline Policy
GRC Penshurst Girls Campus

School Mission Statement
To be a middle school committed to the education of resourceful independent women striving for excellence in a supportive, enriched learning environment.

Our Values
It’s about us:

- A **passion** for teaching and learning
- **Integrity** – honesty and trust
- **Democratic** – listening to all voices

It’s about how we treat others:

Our actions are **respectful** and **strengthen** others

- **Respect** for self and others
- **Responsible** for our actions
- **Resilience** – strengthening each other

Rights and Responsibilities
Every student at GRC Penshurst Girls Campus has the **responsibility** to:

- Contribute to her own learning and the successful learning of others
- Strive for excellence
- Care for her school and protect her school environment
- Avoid causing injury and damage to other people or their property
- Treat other people with respect and value our multicultural differences
- Bring credit to herself and her school in the community

Every student at GRC Penshurst Girls Campus has the **right** to:

- Be taught in a safe, caring and stimulating **learning** environment and be able to learn and to feel good about her achievements
- Work in a pleasant and clean school in an **environment** where she is safe and her belongings are secure
- Be valued as an **individual** and be treated with respect and courtesy
- Be proud of her **school**
Our core rules

- Attend every school day and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of our school’s uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for our teachers and other school staff including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to you, the school and others.

Our strategies and practices to promote positive student behaviour

- Promote the school values and core rules
- Promote an atmosphere of cooperation, consideration and respect
- Maximise student participation in decision making, ensuring that principles of equity and fairness are reflected in our school practice
- Show genuine care for all students as individuals
- Deliver the Student Welfare Policy consistently to students
- Provide counselling services where appropriate
- Maintain and consistently deliver clear classroom rules
- Have high expectations in behaviour and engagement in learning

Our strategies and practices to provide a safe learning environment for students

- Follow Occupational, Health and Safety guidelines for schools
- Conducting regular evacuation and lock down drills
- Maintaining high standards in terms of cleanliness and hygiene
- Cooperating with Safety and Security and local Police, including the Police School Liaison Officer
- Enforce the School Uniform Policy
- Communicating procedures to students and school community

Our strategies and practices to manage inappropriate student behaviour

- Promote and apply the core school rules and values
- Deliver appropriate classroom management strategies
- Refer classroom or subject student behaviour concerns to the faculty Head Teacher
- Refer playground duty student behaviour concerns to the HT on duty and the relevant Deputy Principal
- Refer student welfare concerns to the Year Advisor, HT Welfare or Deputy Principal
- Monitor student attendance, utilising the SMS system, RISC, tracking systems by HT Administration, HT Welfare, School Office and Teacher, Head Teacher and DP monitoring cards
- Communication with parents/ caregivers regarding student behaviour concerns by Head Teachers, Deputy Principals and Principal
- Provide the Teacher Mentor program to support student behaviour, welfare and engagement in learning
- Adhere to the Suspension and Expulsion of School Students procedures
- Implement our Anti Bullying Plan and Cyber bullying strategies
Our strategies and practices to recognise and reinforce student achievement

- Recognition of student achievement in all curriculum and co-curriculum activities across the school
- Acknowledgement of student achievement at assemblies, Presentation evenings, in the school Newsletter, school website and the Annual School Report
- Selection of students to represent the school at community and regional events
- Display of student work in the classroom, library, hall and corridors
- Showcase student performances at a range of events both within the school and in the community
- Present student practical work through exhibitions and displays at school and in local gallery spaces
- Use encouragement and praise in every learning environment
- Recognise student achievement through the School Award system
- Report student academic achievement through assessment and reporting practices
- Publish student achievement in state wide testing to the school community

GRC Penshurst Girls Campus Student Award System

This system recognises and encourages effort and achievement both inside and outside the classroom

5 class and/or community and school service awards = 1 Student Advisor Award

4 Student Advisor awards = 1 Bronze Principal’s Award

1 Bronze Award + 4 Student Advisor awards = 1 Silver Principal’s Award

2 Silver Awards = 1 Gold Principal’s Award
**Lines of Support**
Each member of the teaching staff has an important role in whole school student welfare and discipline. In most cases the individual teacher can manage everyday issues of welfare and classroom management by being well prepared with appropriate teaching strategies.

However there are times when teachers need to refer a student for additional assistance. Although welfare and discipline are often interlinked, it is important for teachers to use their professional judgement when referring students on.

**Classroom management**
Student – Teacher – Head Teacher faculty – Deputy Principal – Principal

**Playground management**
Student – Teacher – Head Teacher on duty – Deputy Principal – Principal

**School Attendance**

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**Gate pass**
Student – Deputy Principal – Parent contact – Office

**Late**
Student – Office – SMS – HT Administration – ASD – Parent contact (Letter) – Deputy Principal – Principal

**Truancy**
Student – Teacher (Check excursions /Office re sick bay/leavers) – Deputy Principal – Parent contact – Principal

**Less 85%**
Student – Year Advisor – HT Welfare – HSLO – DP – Principal

**Technology**
Student – Teacher – Head Teacher – Deputy Principal – Parent contact

**Student Welfare**
Student – Teacher – Year Advisor – HT Welfare – School Counsellor – Deputy Principal – Principal

Reference: *Student Discipline in Government Schools 2006*

Reviewed 2013