



Mater Dei Catholic Primary School

BEHAVIOURAL EXPECTATIONS POLICY

This Policy encompasses the following components:

- Behavioural Expectations & Procedures
- Rights and Responsibilities Reference sheet
- Suspension and Exclusion Policy
- Ant-Bullying Policy

RATIONALE

Mater Dei School is a faith centred community that nurtures and inspires.

(Mater Dei Primary School Vision/Mission Statement)

'The Catholic school is committed to the development of the whole person, since in Christ, the perfect person, all human values find their fulfilment and unity.

(Catholic Schools, par 35)

Mater Dei Catholic Primary School is committed to the development of the whole person: body, spirit, heart and mind.

We aim to establish a community of care through:

- Welcoming and including students and their families
- Respecting the dignity and the uniqueness of each student
- Providing a safe, secure and stimulating environment conducive to learning
- Ensuring fairness and justice within appropriate discipline structures
- Promoting self-esteem and critical thinking in students

(Diocese of Wagga Wagga Vision/Mission)

We believe in:

- respect for others, acceptance, co-operation, trust and a sense of responsibility
- communication, high expectations and explicit teaching of expected behaviours and self responsibility for our actions and choices
- the rights and responsibilities of all stake holders
- agreed guidelines, clear expectations, consistent approaches and fair behaviour management



Mater Dei Catholic Primary School

- worthwhile relationships, valuing other people and respecting their differences
- shared concern for all staff pupils, parents and the wider community

BEHAVIOURAL EXPECTATIONS

It is the responsibility of each teacher to establish Classroom Norms and Consequences in co-operation with the students. Classroom consequences are agreed, logical, clear and appropriate. As a guide, class rules may encompass the following:

- Communication eg. 'talking rule'; hands up; working noise
- Learning eg. on task expectation; how to ask for help
- Movement eg. in and around the room; lining up; chairs
- Treatment eg. the way we treat one another; property; furniture
- Problem Solving eg. the way we 'fix up' problems with others
- Safety eg. use of equipment; safe behaviour.

The establishment of such norms provides an ideal reference point for expected behaviours. Recognising correct and positive behaviours should always be the main form of reinforcing expectations. The school has adopted a procedure should students find it difficult to follow expected behaviours (see outline in this policy). The Principal or Assistant Principal can be involved in dealing with inappropriate behaviour which is repeated, dangerous or continually interrupts the learning of others. The school does not hesitate to contact parents when behaviour and discipline issues arise at this level. Parent support makes a difference. In extreme situations, parents will be called immediately to collect a student who reaches the suspension or exclusion level of the discipline policies

EXPECTATIONS

Expectations of Students

As part of a Catholic, Christian community students will

OBLIGATIONS

- come to school every day except for sickness or approved leave
- be punctual
- not leave school grounds during the day without permission form
- move quickly and quietly around the school during lesson times



Mater Dei Catholic Primary School

- give their parents notes/newsletters sent home by the school and class teacher
- be involved in setting of class norms
- be a responsible learner and allow others to learn

RESPECT

- treat others fairly and kindly
- be polite and use good manners
- listen to, and follow instructions
- be honest
- respect all members of our school community
- know rules/consequences of behaviour
- be self disciplined
- care for school and other student's property
- be constructive, not negative
- encourage and support others

PRIDE

- always try their best
- wear uniform correctly
- behave appropriately particularly when representing our school
- keep our school tidy



Mater Dei Catholic Primary School

Expectations on the Playground

Each Other

- “hands off” policy
- playing safely
- including others in play
- playing fairly
- caring for the environment and equipment
- speaking nicely
- looking out for each other

Teachers will

- keep students safe through careful supervision
- model appropriate behaviours
- consistently apply behavioural norms

School will

- provide safe equipment and environment

Expectations of Staff

As part of a Catholic Christian community staff will

- become familiar with and follow [staff norms](#)
- contribute to students’ moral and social development
- model catholic values in dealing with students
- recognise and affirm positive behaviour
- model appropriate behaviour and self discipline
- be supportive and consistent in implementation of school welfare policy
- be collaborative in implementing school welfare policy



Mater Dei Catholic Primary School

- be professional in discussions of students, parents and other members of staff
- use varied teaching methods and strategies
- continually recognise positive behaviours
- listen to all students points of view and try to understand individual problems
- show understanding and control in dealing with classroom misbehaviour
- listen to all sides when dealing with a group of children
- be aware of individual differences and how this may effect their response to given situations
- minimise the risk of discipline problems developing by personal punctuality, careful lesson preparation and use of varied teaching approaches
- ensure a problem is investigated or is referred to someone who can investigate
- make executive/principal aware of ongoing and/or serious situations or offences

Expectations of Leadership Team

- Assist staff with unresolved student behavioural/pastoral problems
- Model appropriate behaviours
- Provide necessary time/support for both student and staff to resolve problems as required
- Act as a link person between teachers and parents.
- Provide opportunities for staff and parents for training/programs that may assist behavioural, pastoral or learning difficulties
- Be prepared to take appropriate action with serious or recurring discipline problems.
- Make classroom teacher aware of family welfare and pastoral concerns.
- Keep a record of student behavioural incidents.



Mater Dei Catholic Primary School

Expectations of Parents

As part of a Catholic, Christian Community parents will

- Support the school in demonstrating justice, tolerance and forgiveness in dealing with your children's welfare
- Initially contact the child's teacher to discuss a matter of concern at a mutually convenient time
- Seek further advice/assistance from other Leadership team members to achieve a satisfactory outcome
- Work in partnership with school in reaching positive options for the child's welfare
- Encourage positive behaviour to enhance meaningful learning and quality relationships
- The school should be the first point of contact for in school behavioural issues regarding children parents and teachers
- Assisting child in punctuality and readiness for school
- Ensure regular attendance of the child to enhance learning

RIGHTS AND RESPONSIBILITIES

Rights

A right is something that belongs to you and cannot be taken away by anyone

Responsibilities

A responsibility is something you should do for others and yourself.

It is respecting yourself and the rights of others



Mater Dei Catholic Primary School

Right

I have the right to deepen my faith in our Catholic community

I have the right to be treated with understanding

I have the right to be treated with respect and politeness

I have the right to expect my property to be safe

I have the right to have my achievements recognised by the community

I have the right to a pleasant clean and safe school

I have the right to be helped to learn self discipline

I have the right to seek help when enough is enough

I have the right to be valued as a person

I have the right to be helped by others

I have the right to be myself

I have the right to learn

I have the right to express my feelings and opinions in a courteous way

Responsibility

I have the responsibility to respect and help others on their journey to God

I have the responsibility to treat others with understanding

I have the responsibility to respect all stake holders in our community

I have the responsibility not to steal, damage or destroy the property of others

I have the responsibility to act in ways that allow the community to recognise and respect school achievements

I have the responsibility to help maintain a pleasant, clean and safe school

I have the responsibility to learn self discipline

I have a responsibility to recognise when my actions are hurting others

I have the responsibility through my behaviour to value others

I have the responsibility to help others

I have the responsibility to respect all, and the differences in others

I have the responsibility to learn to the best of my ability and to let others learn without interruptions

I have the responsibility to allow others to express their opinions and feelings in a courteous way



Mater Dei Catholic Primary School

BEHAVIOURAL PROCEDURES

To maintain consistency throughout our school we would ask teachers to follow the procedures set out below in dealing with inappropriate behaviour in the classroom or playground.

1st Occurrence: **WARNING THAT BEHAVIOUR IS INAPPROPRIATE.** (If possible this should be carried out quietly to the child, explaining why the behaviour is inappropriate)

2nd Occurrence: **TIME OUT** (In a suitable position in view of the teacher within the classroom or playground)

3rd Occurrence: **EXCLUSION FROM THE ROOM/ PLAYGROUND** (To the Principal's Office or Buddy class. Child must be accompanied by another child when sent)

SUSPENSION AND EXPULSION POLICY

In the event of behaviours that do not comply with the intent of this policy, the following procedure will be implemented and followed through. In the event of a serious issue, the Principal or their nominee may, in keeping with the intent of the Catholic Schools Expulsion, Suspension and Exclusion Policy put into action the related Catholic Schools Office Procedures. Maintenance of relevant documentation is important and, where necessary, records of this are to be kept on SAS 2000.

“Suspension” is a temporary removal of a student from all of the classes that student would normally attend at a school for a period of time.

Expulsion is the permanent removal of a student from one particular school.

Exclusion is the act of preventing a student's admission to a number of schools.

Behaviours warranting consideration of suspension and/or exclusion are:

- Behaviour disruptive to a student's own learning and/or other students' learning
- Aggressive or dangerous behaviour
- Drug related behaviour



Mater Dei Catholic Primary School

- Sexual harassment of other students or teachers
- Other behaviours believed to warrant actions” (General Policy on Discipline for Diocesan Systemic Schools).

The Principal and Assistant Principal will decide, in consultation and in keeping with Diocesan Policy and Procedure, if it is necessary for a student to be withdrawn from class, suspended or expelled. These matters would involve confidential interviews with parents and communication with the Catholic Schools Office. Documentation will need to be kept.

Mater Dei Primary School has adopted the Diocese of Wagga Wagga ‘Suspension, Exclusion and Expulsion Policy and Procedures’ (2007)

UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT OF ANY KIND BE ADMINISTERED TOWARDS ANY CHILD AT MATER DEI CATHOLIC PRIMARY SCHOOL.

ANTI-BULLYING POLICY

Students and staff of Mater Dei have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation. Bullying is taken seriously and is not acceptable in any form.

There are structures set up within the school to reduce and prevent bullying and teasing and to equip children with appropriate social skills to counter bullying. Instances where bullying and teasing do occur are dealt with in a way that provides support for both the target and the bully, providing a framework to reduce and prevent further bullying.

Teachers, students, parents, caregivers and members of the wider school community have a responsibility to work together to address bullying. Any inappropriate behaviour that prevents or limits teaching and learning in schools and interferes with the wellbeing of students is not accepted.

BULLYING DEFINITION

There are countless definitions of bullying but all definitions include these parameters:

Bullying:

- Is repetitive - prolonged over time



Mater Dei Catholic Primary School

- Involves an imbalance of power
- May be verbal, physical, social, cyber or psychological
- May be an attitude rather than an "action".

Examples of Bullying

- Name-calling
- Hitting, punching or kicking
- Threatening
- Making harmful comments on social media
- Sending hurtful notes
- Deliberately ignoring or excluding
- Teasing
- Rumour / Scandal mongering
- Interfering with the property of others
- Sexual innuendo and harassment

Strategies that will be used at Mater Dei

- Active supervision by staff.
- Anti-bullying workshops for students
- Professional Development programmes for teachers.
- Awareness raising exercises in the curriculum about the impact of bullying and conflict resolution through PDHPE Syllabus.
- Empowerment of students in dealing with bullying behaviours
- Posters around our school reinforcing positive behaviours



Mater Dei Catholic Primary School

- Small group and individual counselling for targets of bullying.
- Counselling of children who bully others and encouragement for them to change their behaviour.
- Social Skills groups
- Visual aids outlining appropriate behaviours.
- Workshops/performances which raise awareness of the impact of bullying and conflict resolution.

Objectives of our Policy

All strategies are based on the Catholic notion of Reconciliation and Growth.

- To raise awareness among staff, students and parents about bullying.
- To reduce the amount of bullying that occurs at Mater Dei Primary.
- To assist students to resolve conflicts and differences without bullying.
- To create a school environment where all students and staff feel safe and welcome.
- To create a climate where it is okay to talk about bullying to people who can help, ie: parents, teachers, and older students.

SHARED RESPONSIBILITY

Responsibilities of staff

1. To model appropriate behaviour at all times.
2. To deal with all reported and observed incidences as set out in this policy.
3. To ensure that students are supervised at all times.
4. To follow the guidelines of the anti-bullying policy and to disseminate this policy to the school community.
5. To teach children strategies to manage bullying behaviours.
6. To report back to parents or carers who have made a bullying report, on the progress and management of the complaint.
7. To maintain records of bullying complaints and follow up courses of action.



Mater Dei Catholic Primary School

8. To advise parents if their child is engaged in bullying behaviour.

Responsibilities of children

1. To report if they are being bullied either at school or on the way to and from home.
2. To report if someone else is being bullied either at school or on the way to or from school.
3. To help someone who is being bullied.
4. Not to bully others.
5. To report any incidents of cyber bullying of which they become aware.

Responsibilities of parents

1. To watch for signs which indicate that their child may be being bullied or bullying.
2. To speak to someone on staff if their child is being bullied or if they suspect that this is happening.
3. To instruct their child to report if they are being bullied.
4. To advise the school if their child is engaged in bullying behaviour.

REPORTING OF BULLYING

Incidences of bullying can be reported to any teacher or the Principal by the student or their parents. The class teacher will be informed. Any bullying incidences that are dealt with will be recorded and this record will be kept in the Principal's office.

For information on bullying, a range of brochures and pamphlets are available through Centacare.

Mater Dei Primary adopts and implements the CSO's [Anti Bullying Policy](#).



Mater Dei Catholic Primary School

BEHAVIOURAL CONSEQUENCES

As part of our pastoral care ethos, any discipline procedures should always underpin our beliefs so that we maintain the respect and dignity of each individual

Misbehaviour

Misbehaviour is behaviour which:

1. inhibits a student's own learning
2. is disruptive to the learning of another
3. is disrespectful, defiant or abusive

Consequences should aim to be

Related to the misbehaviour

Convey a sense of forgiveness

Concerned with present and future behaviour

Constructive

SUGGESTED LEVEL OF SERIOUSNESS	INAPPROPRIATE BEHAVIOURS	RECOMMENDED	TEACHER	RESPONSE
MINOR (depending on frequency)	<ul style="list-style-type: none"> - dropping rubbish around school - inappropriate behaviour with visitors in classroom - insulting other pupils - lack of courtesy - talking while teacher or other pupils are talking - ignoring teacher's instructions - moving noisily around the school during class time - being out of bounds 	1. FIRST STAGE RESPONSE	<ol style="list-style-type: none"> 1.1 Non Verbal Response 1.2 One Way Verbal Response 1.3 Two way Verbal 	<ul style="list-style-type: none"> - eye contact - facial expression - hand gesture - body position - vocal variation - special mention - reminder of behaviour code - inform child of effects on you or class - make aware of consequences - ask child to describe what he/she is doing - apology – particularly if someone hurt (either verbal or written) - deferred interview
MIDDLING	<ul style="list-style-type: none"> - picking on or rejecting other students - addressing or answering an adult rudely - use of bad language - repeated disruptive behaviour in class - refusing to accept the consequences for one's behaviour - bullying other pupils - telling lies – not telling the whole truth - damage to school property or other people's property - refusing to take responsibility for one's personal behaviour - deliberately disobeying instructions - repeatedly out of bounds 	2. SECOND STAGE RESPONSE		<ol style="list-style-type: none"> 2.1 Child escorted to another classroom (More than twice a month – 3rd stage) Low intensity problem solving interview – Teacher/child discuss course that behaviour should take 2.2 Time off playground / “community service 2.3 Advice from colleagues (Principal, Deputy, Teachers, Counsellor) 2.4 Loss of minor privilege 2.5 Advising parents/teacher 2.6 Complete Behavioural Response Sheet

Applied calmly, firmly and with dignity



Mater Dei Catholic Primary School

SUGGESTED LEVEL OF SERIOUSNESS	INAPPROPRIATE BEHAVIOURS	RECOMMENDED	TEACHER	RESPONSE
MAJOR	<ul style="list-style-type: none">- Truantiing- Leaving School Premises without permission- Engaging in physical violence- Spreading rumours liable to damage another's good name- Deliberately damaging school property or the property of other pupils- Stealing- Threatening behaviour towards others- Repeated bullying	3. THIRD STAGE RESPONSE		<ul style="list-style-type: none">1.1 Interview – Principal/student – notify parents1.2 Interview with parents1.3 Loss of major privilege1.4 Referral to Counsellor1.5 Suspension (to be administered with appropriate level of authority)

NOTE: "A particular behaviour may alter in its categorisation if occurring frequently or because of the particular situation"

NOTE: **This outline is to be used as a guide only** – individual cases may require alternative procedures.

BEHAVIOUR MANAGEMENT STRATEGIES

Teachers should establish a set of class norms at the beginning of each year. These and the school expectations should be displayed and revisited throughout the year in the classroom

UNDER NO CIRCUMSTANCES SHOULD CORPORAL PUNISHMENT OF ANY KIND BE ADMINISTERED TOWARDS ANY CHILD AT MATER DEI CATHOLIC PRIMARY SCHOOL