

Wattle Grove Public School



Student Wellbeing Policy 2018

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Student Wellbeing Policy

The Student Wellbeing Policy of Wattle Grove Public School provides the programs, structure and support to ensure that all students achieve a high standard of self-discipline, personal conduct and social responsibility.

Introduction

Student welfare encompasses everything the school community does to meet the needs of their students and to enhance their happiness and safety. It is reflected in the way we demonstrate care, ensure safety and provide opportunities for success and recognition. The Student Wellbeing Policy of this school, stresses the value of prevention and early intervention. Students at Wattle Grove Public School are encouraged to be courteous, courageous and loyal while demonstrating our Core Values as Safe, Respectful Learners.

At Wattle Grove Public School a number of programs are incorporated under the banner of Student Wellbeing.

These include:

- Positive Behaviour for Learning (PBL)
- Social Skills
- Child Protection
- Drug Education
- Buddies Program
- Student Wellbeing
- Anti-Bullying Policy http://www.schools.nsw.edu.au/studentsupport/behaviourpgrms/antibullying/index.php

Statement of Principles

The following policy is based on the above beliefs and the following principles:

- Good behaviour is expected;
- There are consequences for positive and negative behaviour as outlined in the School Behaviour Management System;
- There are levels of discipline; and
- A standardised approach is used by all staff to reward positive behaviour and resolve problems that arise.



Core values

At Wattle Grove Public School we are SAFE, RESPECTFUL LEARNERS.

Student Expectations

	I AM SAFE
All settings	 I am in the right place at the right time. I keep my hands and feet to myself. I use equipment responsibly. I move safely. I get permission before leaving any setting.
All classrooms, library and technology	 I sit safely. I take care when moving around the room. I store my belongings in the right places. I only enter rooms with a teacher's supervision. I use and access all technology appropriately.
Playground	 I sit in the appropriate place if I am eating. I remain in the right areas. I use an appropriate play space. I stay under the COLA if I don't have a hat. I wait for a teacher before using the equipment or going to Australis Park. I sit on the silver seats.
Office and canteen	 I sit on furniture properly. I seek permission before going to the office. I go at beginning of recess/ lunch time or when I am dismissed. I return to the playground as soon as I am served.
Moving around the school	 I keep to pathways. I walk with my teacher. I walk to lines. I sit/stand directly behind the person in front of me. I leave school promptly and walk calmly and directly to my destination. I let a teacher know if no one has picked me up after school. I wait with the 'waiters' if my parents are not on time.
Toilets	 I leave the toilet area in a clean state. I wash my hands. I leave as soon as possible. I stay away from the toilets when playing or eating
Assemblies/ Lining up	 I leave entry and exit points clear. I leave the aisles clear. I carry chairs with the legs facing down.



Core values

	I AM RESPECTFUL
All settings	 I wear full school uniform with pride. I am polite, fair and considerate. I follow all school staff instructions. I look after the environment I care for everyone's property. I allow other students to play and learn. I am friendly.
All classrooms, library and technology	 I return borrowed equipment. I allow everyone to participate in the lesson. I use polite language. I encourage and support my classmates. I leave my area clean and tidy. I listen respectfully and talk quietly.
Playground	 I leave others to play their games happily. I leave natural materials alone. I put my rubbish in the bin. I use appropriate language when playing with others. I am inclusive of others.
Office and canteen	 I enter quietly. I am aware of visitors. I wait patiently for someone to help me. I speak respectfully and politely. I say "please' and 'thank you". I wait quietly in line for my turn.
Moving around the school	 I consider others when moving during class time. I leave adequate space between myself and those in front. I am ready to listen when the second bell rings.
Toilets	 I allow for privacy of others. I take care of the facilities. I leave the facilities as soon as I am able to.
Assemblies/ Lining up	 I enter and exit quietly. I show appreciation by clapping appropriately. I sing the school song and the national anthem with pride. I wait quietly between items. I listen and follow teacher and student leader instructions.



Core values

	I AM A LEARNER	
All settings	 I accept responsibility for my actions. I always do my best. I am prepared. I listen attentively. I ask for help if needed. 	
All classrooms, library and tech- nology	 I keep comments and questions on topic. I keep my work neat and tidy. I accept challenges. I make sure my belongings fit in my bag. I am prepared and organised for all activities. 	
Playground	 I play by the rules of the game. I think how I can solve my own problems. I take it to the teacher if I can't agree. I am an effective bystander. I remember, "Stop. I don't like it." 	
Office and canteen	 I deliver my messages clearly. I use people's names. I order lunches before school. I know how much money I have to spend. I make healthy choices. 	
Moving around the school	I use the correct gate.I get to school and lines on time.	
Toilets	 I am water wise. I visit the bathroom before school and at recess and lunch. I report anything broken or damaged. 	
Assemblies/ Lining up	 I participate appropriately. I am an attentive audience member. I listen to messages carefully. 	

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School Merit Scheme

Wattle Grove Public School encourages positive learning behaviours and reinforces this behaviour. Rewards are given for achievement, citizenship, effort and personal improvement. These include:

- Encouragement and praise
- Class based rewards
- PBL tokens
- Super Kids
- Assembly awards for achievement, citizenship and effort
- Resilience award from the Defence School Transition Aide
- Act of Kindness award
- End of year awards
- Whole class awards
- Commendations at assembly and in the school newsletter

Award structure for Assembly Awards

Students are recognised with a Principal's Award for every 5 merit awards or Super Kid awards received.

Award Level	Recognised with-
5, 10 awards	Principal's Award Certificate and Principal pencil
15, 20, 25 awards	Principal's Award Certificate and Principal pencil
30 awards	Principal's Award Certificate, Principal pencil and \$5 canteen voucher
40 awards	Principal's Award Certificate and Principal pencil



Discipline Policy and Procedures

Statement of Purpose

All students at Wattle Grove Public School have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this it is necessary to maintain high standards of discipline. Our school's Discipline Policy aims to intervene when managing inappropriate behaviour, determined by the intensity, frequency and duration of the behaviour, within the learning context.

Responsibilities

All members of our school community are responsible for ensuring that high standards of discipline are maintained.

The Principal and Members of the School Executive are responsible for:

- Providing a safe, secure and harmonious work environment for students and staff;
- Developing, implementing and monitoring the school's policy;
- Ensuring school discipline code procedures are implemented in all classes and that all teachers are informed of procedures;
- Communicating with parents and carers in regard to school discipline policy and procedures.

Teachers are responsible for:

- Supporting the effective implementation of the school discipline code;
- Communicating with parents/carers in regard to school procedures and the school discipline code.

Parents are responsible for:

- Supporting the school in the implementation of the school discipline policy;
- Communicating with school staff in regard to their child's behaviour and circumstances which may influence this behaviour.

Students are responsible for:

- Following the discipline code and school rules, rights and responsibilities and to comply with staff directions regarding discipline and appropriate behaviour;
- Demonstrating respect for teachers, fellow students, other staff and school visitors and not engaging in any form of harassment or intimidation.



Statement of Purpose Continued

All students at Wattle Grove Public School are expected to:

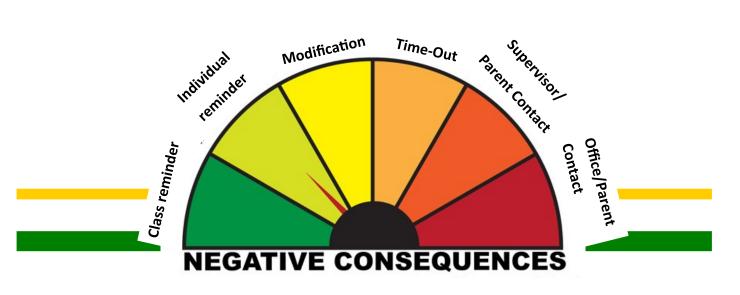
- Attend school every day and be in class on time and prepared to learn.
- Behave safely and responsibly at all times.
- Show respect at all times for their peers, teachers and other school staff, by following class rules, speaking courteously and cooperating with instructions and learning activities.
- Care for property belonging to themselves, the school and others.





Behaviour Management

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Behaviour	Action/Consequence
 The student: Does not follow class or school rules Disrupts the learning environment Refuses to work Uses hands and/or feet as a minor indiscretion Talks over the top of teacher/peers Displays disrespectful behaviour Displays unsafe behaviour. 	Whole class reminder of expectations.
Repeats above listed behaviours.	Specific individual redirection.
Repeats above listed behaviours.	• Specific modification (e.g move seat, sit closer to teacher).
 Repeats above listed behaviours Disrespects property Hurts others Disrespectful behaviour. 	Timeout in the classroom.
 Repeats above listed behaviours Inappropriately uses technology Refuses to comply/is defiant Uses inappropriate language (mild). 	 Time out with Supervisor Recorded on a green welfare slip and documented on Sentral system. Teacher to communicate to/contact parent./carer.
 Repeat of above listed behaviours Absconds Uses verbal aggression Uses physical aggression Uses serious inappropriate language Graffitis Steals Damages property. 	 Recorded on a green welfare slip and documented on Sentral system Sent to DP/Principal Parent meeting with teacher/ supervisor/DP/Principal Parent contact through DP/Principal





Behaviour Management

Serious Behaviours

Students are referred to the Assistant Principal/ Deputy Principal/ Principal for any serious behaviour in the classroom, playground or during any school activity.

The names of students and a record of the incident is recorded on the whole school Sentral welfare tracking system for monitoring purposes.

Suspension may result when a student displays serious inappropriate behaviours as outlined in the DET Suspension and Expulsion of Students Policy.

Action/Consequences may include:

- The student will be placed on lunch time detention with Executive staff.
- At the discretion of the Deputy Principal/ Principal and PSSA coach the student will be unable to participate in PSSA sport.
- At the discretion of the Deputy Principal/ Principal and classroom teacher the student will be unable to attend excursions/camp.
- Contact will be made with the parent/carer to report the incident and action taken.
- A referral will be made to the Learning Support Team for the student.
- A behaviour contract may be put in place and monitored.
- A communication book may be set up between home and school.
- A suspension warning letter may be issued. Parents may request an interview at this time.
- The student may be suspended or expelled at the discretion of the Principal and in accordance with DET Suspension and Expulsion of Students policy and procedures.



Behaviour Management

Long Term Behaviour Management Strategies

In consultation with the classroom teacher, Learning Support Team and Executive staff, the following strategies will be put in place to manage a student's inappropriate behaviour in the long term.

- An evaluation of the student's individual learning and support needs and modification of tasks to match these needs.
- Parents will be informed of strategies being employed to help their child.
- Ongoing behaviour contract which is monitored on a daily basis by the Deputy Principal and parents.
- Referral to the Learning Support Team for consideration of further action eg inclusion in specific welfare/behaviour programs, application for assistant principal learning and support, school counsellor intervention, referral to external support agencies.
- Access specialist Department Educational Services support for observation, recommendations and specialist personnel.





Student Supervision Plan

The school supervision plan recognises the duty of care to students accounting for specific school conditions including the school size, physical layout of the grounds and transport arrangements. The school's commitment to duty of care to our students begins at 8.45am each day until they safely depart the school grounds at 3.30pm after classes finish.

Before school (8.45-9.15am)

At 8.45am-8.55am Students are able to be left unattended by a caregiver under the main COLA. Students are to remain sitting under the main COLA where teacher supervision is provided. No ball games are to be played. All other playground areas are out of bounds before 8.55am as they are not supervised. An Out of School Hours care is available in the hall for students arriving before 8.45 am.

A bell at 8.55am notifies all students to take their bags to their classrooms before returning to the playground. A supervising teacher takes students down the main walkway to their classrooms. After returning to the playground, students are permitted to play handball. All buildings are out of bounds before school unless students are participating in a supervised extra-curricular activity. In the case of wet weather hand ball games will not be permitted due to lack of space.

At 9.15am the bell to start school rings. Students in K-2 walk to their classrooms to be met by their teachers. 3-6 students meet their teachers in flag raising lines.

Session Breaks

Recess

- K-2 10.45-11:00- Children sit with their class under the main COLA to eat their recess.11:00-11.15 When the duty teacher has checked their area, students are able to play. Those students still eating move to the silver tables.
- 3-6 11.25-11.45- Children sit with their class under the COLA to eat their recess.
 11.45-11.55 When the duty teacher has checked their area, students are able to play. Those students still eating move to the silver tables.



Lunch

Eating time with their class teacher 1.15-1.25

Lunch play time- first half 1.25-145

Lunch play time-second half-1.45-2.05

Students will eat their lunch from 1.15-1.25pm with their class teacher.

In the event of wet weather students will move to a designated buddy classroom where they will participate in quiet play activities or watch a movie.

Students move to the designated play areas at the beginning of each break. Each area is supervised by a teacher who has the responsibility for ensuring all activities are safe.

The following guidelines are in place

Playground rules and procedures

- Handball games are played under the main COLA. No large ball games or kicking of any balls are to be played in this area.
- Soccer or kicking a football may be played on the oval at recess. Any game involving tackling is not allowed. If the teacher on duty deems the game to be unsafe at any time the game will be stopped.
- Team games are able to be played on Australis park for Years 2-6 students.
- Students are not permitted to be in designated out of bounds areas including inside any building or classroom unsupervised.
- Safe play guidelines will be in place for use of the playground equipment. This includes the type of movement allowed on various parts of the equipment and careful monitoring of the number of children on the equipment at any one point in time.
- If it is a combined recess only handball games are allowed.
- Happiness HQ and the Colouring-in Group are passive play areas.

After School (3.15pm)

All students will be brought to the playground/COLA areas by their teachers at 3.15pm. Students attending after school care are to proceed directly to the hall.

Children who have not been picked up by 3.30pm are to proceed to the school office where arrangements will be made to contact their parents. Parents are advised to phone the school office if they are inadvertently delayed in picking up their children. These children will wait at the school office to be picked up by their parents or carers.



Uniform Policy

Our school uniform identifies our students as belonging to Wattle Grove Public School. All students are expected to wear the full school uniform during school hours, while travelling to and from school and when engaged in school activities out of school hours. The wearing of school uniforms by students assists in:

- Defining an identity for the school within the community.
- Developing students' sense of belonging to the school community.
- Promoting a sense of inclusiveness, non-discrimination and equal opportunity.
- Reinforcing the perception of the school as an ordered and safe environment.
- Increasing the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school.
- Making school clothing more affordable for families by eliminating the risk of peer pressure to wear transiently fashionable and expensive clothes.

At Wattle Grove Public School we encourage students to wear their school uniform with pride. With sun safety in mind the school has a No Hat –Play in the Shade policy. Students not wearing a hat are required to remain in the shade during recess, lunch and sport sessions.

More information about the school uniform can be found on the website and the school's office.

http://www.wattlegrov-p.schools.nsw.edu.au/p-c/uniforms





Attendance Policy

The Education Reform Act, 1990 states that it is the duty of the parent to ensure that their child is enrolled in a school and that they attend school at all times when the school is open– unless of course the child is sick.

Maintenance of Attendance Rolls

Classroom teachers mark the roll each day.

Absences

Parents are to provide a written explanation of student absences each time their child is absent from school. Explanations must include the date and reason for absence. A doctor's certificate is required for illness beyond 2 days.

Monitoring

Regular roll checks will be made by both the Principal and the Home School Liason Officer (HSLO) to ensure that all students maintain an acceptable attendance pattern.

If a classroom teacher is concerned about lack of attendance or consistent lateness they should seek advice from the Deputy Principal or Principal so that rectification measures can be taken.

A variety of strategies, which may include phone calls, letters, interviews and family support will be used to ensure an improvement in the student's attendance pattern. In more serious cases the student/family will be referred to the HSLO for the implementation of an intervention program.

Parent Awareness of the Importance of Attendance

Throughout the year there are several opportunities to raise parent and community awareness of the need for excellent attendance and the impact of poor attendance on academic performance. These include:

- Publication of Attendance Census data when complied in Terms 2 and 4.
- Letters to specific years, such as Kindergarten.
- Letters and attendance reports for parents of children with an attendance pattern of less than 90%.
- DoE guidelines for the remediation of extended unexplained absence.
- Parents/ Carers must apply for extended leave of 5 days or more to the Principal.



Attendance Policy Continued

NSW Department of Education Home School Liaison Program

Attendance Procedures 2017

Prior to applying for support from the Home School Liaison Program, schools have a responsibility for interventions at different levels:

- 1. Classroom Teacher Level:
- Accurately mark the roll each day, including partial attendance and assessing explanation for absence
- Request explanation of absence: remind students, speak with parents and send request home
- Where attendance is of concern, record interventions on LAMP sheet/ bring roll to stage meeting and discuss with stage leader

If there is no improvement after 3 or 4 interventions:

- 2. Executive Level:
- Stage leader to set attendance as agenda item for each stage meeting
- Refer to learning support team
- Letter to parents requesting that they attend a meeting to discuss attendance
- Meeting school executive member (may be stage leader/ attendance team leader or principal) with parents: record of attendance agreement
- Monitor attendance: if no improvement
- 3. Attendance Co-ordinator and Principal:
- Discuss matter with HSLO
- HSLO Letter 1 signed by principal and sent to parent
- Monitor attendance: if no improvement
- Child Wellbeing Unit– Complete, print and follow up with the recommended outcome of the Mandatory Reporter Guide MRG re educational neglect (if required)
- 4. Request for support from the HSLO program. Please include:
- Application for Home School Liaison Support (must be signed by principal)
- LAMP sheet detailing interventions
- Attendance monitoring checklist
- Letter to parents requesting they attend meeting to discuss attendance (copy)
- Attendance agreement from meeting where parents have attended (copy)
- HSLO Letter 1 (copy)
- Year to date attendance report



Attendance Policy Continued

Note:

- There should only be 5-6 weeks from identification of attendance concerns to point of referral
- Attendance co-ordinator should email weekly attendance summary to HSLO each week of HSLO intervention
- Complete and print the online MRG (mandatory Reporting Guide) Child Wellbeing Unit. This must be made for all children with unjustified absence of 10 consecutive days or cumulative absence of 30 days
- Follow up the recommendations of the NSW Mandatory Reporter Guide– Decision Report within 24 hours.





Health Care Policy and Procedures

Health care policy and procedures at Wattle Grove Public School are informed by DoE policy.

Parents have the prime responsibility for the health of their children. School staff have a duty to keep students safe while they are at school or are involved in school activities. The school encourages parents to provide information about their children's health both on enrolment and on an ongoing basis. When students need help with health issues at school, parents may need to consult with their medical practitioner about the implications of the child's health condition for their schooling. Parents need to convey relevant information from the medical practitioner to the school.

The school will arrange support for students to have their health needs met so that they can participate in learning programs. Refusing enrolment or continued access to education because of a need to administer prescribed medication and/or health care procedures other than in circumstances where there are unresolvable safety issues would be to unlawfully discriminate against the student on the ground of his or her disability.

Where student's health support needs are more complex or sensitive, a written individual health care plan is required. Parents need to provide prescribed medication or other consumables as agreed with the school before the plan commences.

An individual health care plan must be developed for:

- Severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- Any student who is diagnosed as being at risk of an emergency reaction
- Any student who requires the administration of health care procedures.

Care of students who become unwell at school:

Students who become unwell at school are best transferred to the care of a parent or caregiver. The aim of care provided at school for such students is to make them comfortable in the interim. The school has identified staff members who will care for students who are unwell and the procedures that are to be followed. Parents are asked to ensure their contact numbers and emergency contact numbers are always current to assist the school in contacting them immediately if needed.



Health Care Policy and Procedures

continued

Administering prescribed medication at school

Parents are asked to liaise with their doctor to request prescribed medication that can be administered outside school hours if possible. When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- Bringing this need to the attention of the school
- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication.

The administration of such medication forms part of the Department's common law duty of care to take reasonable steps to keep students safe while they attend school. The administration of prescribed medication in schools is carried out by staff who volunteer and who are trained. Parents of children who require prescribed medication to be administered at school must complete a written request and the required paperwork available on the DoE's website at:

http://www.schools.nsw.edu.au/studentsupport/studenthealth/individaualstud/ adminmedicine/index.php

Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support. Students' immediate access to prescribed medication is very important for the effective management of conditions such as asthma. Students and parents need to be advised of this requirement so that students are not left without access to critical medication.

Non-prescribed medications

In general schools do not administer medication which has not been specifically requested by a medical practitioner for an individual student for a specific condition. In some cases the medical practitioner may not write 'a prescription' for such medication because it may be available 'over the counter'. NSW Health advises that this does not mean that the medication is not potentially harmful and that schools should follow the same procedure for such medications as for 'prescribed medications'.



Code of Conduct for Sport

Representing Wattle Grove Public School in organised or competitive sport at venues outside the school grounds is an honour and a privilege. Accordingly, the following code of conduct must be adhered to by students, parents and spectators.

Students' Code of Conduct for Sport

As a Wattle Grove Public School sports representative I agree to the following:

- Abide by the rules of the game at all times.
- Respect all decisions made by officials and never argue with the umpire.
- Show respect and courtesy at all times to my team mates, opponents and teachers.
- Do not swear or use abusive language at any time.
- Applaud all good plays whether by my team or the opposition.
- Cooperate with my team members and coach at all times.
- Always play to enjoy myself and my team's achievements. Appreciate that winning is in taking part in the game.
- Be punctual every Friday morning and attend all training sessions.
- Always wear the appropriate sports uniform and school hat.
- Always be a safe, respectful learner.

Parents' and Spectators' Code of Conduct for Sport

As a Wattle Grove Public School parent I agree to the following:

- Encourage children to participate in sporting activities.
- Focus on the child's efforts and achievements rather than the overall result.
- Teach children that an honest effort is as important as victory, so that a loss in a game is accepted without undue disappointment.
- Encourage children to participate according to the rules at all times.
- Applaud good play and performance by all players.
- Remember that the umpires/referees are teachers, not sports professionals, so their judgments should not be publicly questioned.
- Avoid the use of abusive or derogatory language at all times. Infectious blood Judiciary
 - Procedures

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Code of Conduct for Sport continued

Infectious Diseases (Blood Rule Procedure)

For the health, safety and well being of all involved in school sport the following procedures are in place:

- All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.
- A player who is bleeding must be removed immediately from the activity and not permitted to return until: the source of bleeding has been controlled; any blood covered body areas have been cleaned thoroughly and any blood covered equipment has been cleaned or removed.

Judiciary

Any child sent off during a PSSA sanctioned competition will be referred to a Judiciary Panel consisting of the Principal, PSSA Sports Coordinator and team coach. Parents will be informed of the Panel's decision and may request an interview to discuss the outcome. Suspension from PSSA may occur as a result of being referred to the Judiciary Panel.

Procedures

If a child is a member of a PSSA team and is unwell, the parents should provide a note explaining that they are unable to play PSSA that day.



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