



TRINITY CATHOLIC SCHOOL
In Unity Strength

Trinity Catholic School Behavioural Management Policy

The Trinity Catholic School Behavioural Management Policy is a component of our Wellbeing Policy.

Trinity Catholic school is committed to creating an environment where the safety, wellbeing and participation of all children within our care is paramount.

Rationale

The Behavioural Management Policy at Trinity Catholic School has been developed to ensure the safety and security of all its members in the classroom and to build resilience in students, in the playground and during activities outside the school such as excursions, camp, sporting activities etc..

We believe and expect that all members of our school community have the right to learn and play in a safe environment.

At Trinity Catholic School, we nurture our six School Values. These are: Welcome, Respect, Resilience, Excellence, Spirituality, and Community. Goals

- To foster positive relationships within our school community and build socially aware students
- To encourage students to reflect and self-manage their behaviour
- To provide a structure that gives common understandings, expectations and consequences, and opportunity for restoration between students regarding behaviour management.
- To build a positive learning environment where students have uninterrupted access to their learning
- To encourage foster self-awareness in students, and encourage them to take responsibility for their actions.
- To support students, teachers and parents during the behavioural modification process.
- To be communicated regularly in clear and accessible language to the school community.
- To foster positive communication with the school community regarding behaviour. ¹ Behavioural

At Trinity Catholic School Community, we all take responsibility to create a safe school environment.

At TCS we

1. Follow Directions
2. Speak Appropriately
3. Move Safely
4. Care for All Property
5. Listen to the Speaker
6. Keep hands, feet and objects to yourself

Implementation

The teachers are to:

- Be exemplary role models of the six school rules.(see Staff Handbook) ● Familiarise themselves with the school rules and school Behavioural Management Plans.
- Display and discuss the six rules at the beginning of the year and review these at the beginning of each term or if a need arises.
- Promote the six school rules in discussion, in their classrooms and in their interactions with students.
- Ensure the rules are being followed and implement consequences for appropriate and inappropriate behaviour according to the Behavioural Management Plan. ● Promote and reinforce positive behaviours through the explicit teaching of Social Emotional Learning
- Use a restorative approach, fostering students to reflect on their behaviour and consider and restore relationships.
- Integrate Interpersonal and Personal Learning Standards into the daily teaching and learning practises of the classroom.
- Monitor student behaviour using tracking sheets and refer concerns to the Principal, Deputy Principal or Student Wellbeing Coordinator or BEHAVIOUR SUPPORT TEAM team.
- Collaborate with Year level teachers to supervise students who need to complete Time Out at break times
- We do not condone any form of corporal punishment

Suspensions and Expulsions

Under the most serious and extreme of circumstances, when a student has repeatedly engaged in serious wrongful behaviour and all other appropriate behaviour management processes have proved unsuccessful and the serious behaviour persists, it may be judged that the only responsible action left is expulsion. This is to be avoided in Catholic schools wherever possible. Only the principal has the authority to expel a student.

A register will be kept by the Principal and stored securely of any student Suspended or Expelled. See below

This policy and process of suspension and expulsion align with this policy, Catholic Education Melbourne's Policy 2.26 Pastoral Care of Students.

<https://www.cem.edu.au/About-Us/Policies/Pastoral-Care-of-Students.aspx>

Evaluation

- Recommendations will be made by the tCSt team based on student behaviour, teacher and community concerns, data collection based on tracking sheets and student performance.

Trinity Catholic School Behavioural Management Policy includes: Trinity Catholic School Classroom Behavioural Management Plan. Trinity Catholic School Playground Behavioural Management Plan.

Consequences for poor behaviour.

Whole school Rewards for positive behaviour.

Suspensions and Expulsions

<https://www.cem.edu.au/About-Us/Policies/Pastoral-Care-of-Students.aspx>

Attachments to the Behavioural Management Policy include:

Letter to the parents for the start of the school year.

Behaviour tracking sheets.

Reflection sheets.

Yard Book format.

Register of Suspensions and Expulsions



Trinity Catholic School

Classroom Behavioural Management Plan

At Trinity Catholic School Community, we all take responsibility to create a safe school environment.
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Consequences

Record all warnings on the classroom behaviour-tracking sheet.

- 1st Warning Verbal reminder of expected behaviour/school rule. 2nd Warning Record- repeat reminder, move child within room. 3rd Warning Record. Time out in the classroom at designated area. 4th Warning Record. Time out in another classroom and complete reflection sheet. 5th Warning Record. Time out with the Principal and complete a reflection sheet.

Teachers will log Reflection sheets online onto Student Wellbeing Tracking files as events arise. These files will be checked by the Deputy Principal once a term and reported to Principal.

It is at the considered discretion of the school if a student displays serious or ongoing inappropriate behaviour that he/she may be removed from particular activities, eg excursions, sporting events. If this is the case, parents will be notified immediately, and students will be sent home.

Serious misbehaviour

Inappropriate behaviour such as property damage, racism, bullying or verbal & physical abuse will result in a student being sent directly to the principal or delegated representative. Parents will be contacted and the student may be sent home or excluded at the discretion of the principal or delegated representative.

Rewards are given at the discretion of the teachers and may include:

- Free activities
- Free time
- Extra play
- Stickers
- Showing other teachers your work
- House points
- Congratulatory letters home to the parents



Trinity Catholic School

School Yard Behavioural Management Plan

At Trinity Catholic School Community, we all take responsibility to create a safe school environment.

At TCS we:

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6. Keep hands, feet and objects to yourself

Consequences

In the instance of students acting outside the six school rules, the incident will be recorded in the Yard Tracking Sheet and Time-Out will be given by the duty teacher. If it is a serious incident, students will be expected to complete Reflection Sheets. It is the Yard duty teacher's responsibility to follow up to ensure that Time-Outs and Reflection Sheets are completed satisfactorily, and that the classroom teacher and Deputy Principal are notified.

It is at the considered discretion of the school if a student displays serious or ongoing inappropriate behaviour that he/she may be removed from particular activities, eg excursions, sporting events. If this is the case, parents will be notified immediately, and students will be sent home.

Serious misbehaviour

Inappropriate behaviour such as property damage, racism, bullying or verbal & physical abuse will result in a student being sent directly to the principal or delegated representative. Parents will be contacted and the student may be sent home or excluded at the discretion of the principal or delegated representative.

Rewards

These may include:

- House points
- Principal Award
- Individual or Team awards

The Yard Duty Folder contains:

- A copy of the yard duty roster.
- A copy of the Trinity Catholic School Playground Behavioural Management Plan.
- Information regarding specific students' health.
- A red emergency card. (to be sent to the staff room in an emergency for immediate attention by another staff member)
- A pen.

Procedures for teachers on yard duty to follow

- Teachers on yard duty are to collect the Yard Duty Folder from the Staff room prior to commencing duty.
- Time out is commenced following the entry of the inappropriate behaviour in the yard book and the child signing the yard book.
- If the time out allocated exceeds the duration of a teacher's yard duty time, the teacher on duty is to inform the next teacher on duty to continue the time out. ● This procedure also applies to Wet/Hot Day Programs.
- For Time Out students must be allocated seating near to the Yard Teacher responsible and supervised by them and/or subsequent Yard Duty staff ● Students sitting on the Time Out seat are expected to sit in silence. ● No student may be kept on Time Out for more than half of break time ● If student behaviour is repeatedly recorded in the Yard Book, it will be considered "Serious Misbehaviour" and will be treated as such.(see below)

Serious Misbehaviour:

At Trinity Catholic School a serious misbehaviour is where a member of the school community:

- Seriously undermines the Values of Trinity Catholic School and the attitudes that are valued and taught for the wellbeing and safety of all.
- Bullies, harasses or disrespects any member of the School Community. ● Consistently and deliberately fails to comply with a direct instruction from the Principal or a staff member.
- Is offensive or dangerous to the physical or emotional health of any member of the community.
- Consistently and deliberately interferes with the learning opportunities or social relationships of the other students.

- At the discretion of the teacher on duty, a student will automatically be removed from the classroom or playground. The teacher involved will be released from duty to enable follow up. The student will then be sent to the Principal. The student's parents notified at the earliest convenience.
- In some instances where the behaviour of a student is deemed to cause immediate or ongoing harm, distress or danger to others or themselves, it may be necessary to withdraw or suspend the student from the school community, pending the deliberations of the Principal or Deputy Principal, Behaviour Support Team, teachers, outside agencies (if appropriate) and/or the parents of the student. Trinity Catholic School's Behaviour Support Team, in conjunction with the student's classroom teacher, will attempt to deal with ongoing behavioural issues.
- Before returning to school a Behaviour Contract will be prepared, discussed and signed by the student and their parent/s.(See Appendix A)

Trinity Catholic School acknowledges it may be necessary to use restraint and interventions to protect the safety of a student and/or member of the school community.

Behaviour Contract



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Trinity Catholic School

Student: _____ Date: _____ Class Teacher:

Which school rule/s have been broken(circle)
At TCS we:

1. Follow Directions
2. Speak Appropriately
3. Move Safely
4. Care for All Property
5. Listen to the Speaker
6. Keep hands, feet and objects to yourself

What have I done wrong?

What are the consequences when I do this?

What will happen if i continue to do this?

What should I do in the future?

To help me to do this I can...

What are the consequences when I do this?


Student Signature: _____ Parent's Signature: _____ 8 Behavioural

Management Policy, Reviewed August 2018 Major review required August 2020

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Reflection Sheet

Name: Date:

This is my drawing of what happened



This is my drawing of what should have happened

9 Behavioural Management Policy, Reviewed August 2018 Major review required August 2020

To make things right I need to....

CIRCLE THE SCHOOL RULES THAT YOU HAVE BROKEN

At Trinity Catholic School we

1. Follow Directions
2. Speak Appropriately
3. Move Safely
4. Care for All Property
5. Listen to the Speaker
6. Keep Hands, Feet and Objects to Yourself

SIGNED

Student: _____ *Parent: _____

Teacher involved: _____

*Parents, please discuss with your child, sign and return to school the following day

Trinity Catholic School

Reflection Sheet

Name: Date:

What happened?

CIRCLE THE SCHOOL RULES THAT YOU HAVE BROKEN

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6. Keep Hands, Feet and Objects to Yourself

SIGNED

Student: _____ *Parent: _____

Teacher involved: _____

***Parents, please discuss with your child, sign and return to school the following day**



Suspensions and Expulsions Register

Childs Name	Date Incident	response	Agencies
Description		External	contacted eg CEM, DHHS
Outcome	Parent Contact and		