



# Good Shepherd Catholic School

— Lockridge —

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## STUDENT CODE OF BEHAVIOUR

### Purpose

The Code of Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development.

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

### Scope

The Code of Behaviour to ensure all CEWA employees have the knowledge and skills to promote student wellbeing and respond and intervene in matters where the behaviour, safety or mental health of students is concerned.

### Guidelines

A school is like a big family. If its members are going to be safe, happy and things are going to get done, there must be some rules for everyone to follow.

Rules do three things:

1. They tell people what they can do.
2. They tell people what they can't do.
3. They make it possible for people to live and work together.

## CHILDREN'S RIGHTS

A right is something to which you are entitled.

## HERE ARE YOUR RIGHTS

1. You have the right to be an individual at school:  
This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the answer.
2. You have the right to be respected and treated with kindness at school:  
This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
3. You have the right to express yourself:  
This means that you may talk freely about your ideas and feelings when appropriate.
4. You have the right to tell your side of the story:  
This means that you have a right to present your case in a reasonable manner during any enquiry.

Your classmates and teachers have rights too.

## CHILDREN'S RESPONSIBILITY

There are some things you should do without needing to be told. Some of these things you do for others and some of these things you do for yourself.

### HERE ARE YOUR IMPORTANT RESPONSIBILITIES

1. You have a responsibility to allow others to work without being bothered: This means that you quietly make good use of your time and do not bother others.
2. You have a responsibility to complete your classroom assignments: This means that you do your best with your class work.
3. You have a responsibility to help make school a good place to be: This means being thoughtful, respectful and courteous to others.
4. You have a responsibility to take care of property: This means that you take care of your own and school property and respect the property of others.
5. You have a responsibility to come to school: This means that you come to school every day on time, unless you are sick or have a special reason to be absent.
6. You have a responsibility to obey school rules: This means observing all safety playground and classroom rules.
7. You have a responsibility to practice good personal cleanliness: This means that you come to school clean, dressed in correct uniform and practice good health habits at school.
8. You have a responsibility to take messages home: This means that it is important to take all school messages home to your parents.
9. You have a responsibility to keep your desk and class room tidy.

## SCHOOL RULES

### CHILDREN MUST NOT:

- Stay in the class without a teacher's permission
- Leave the school ground's without permission
- Play in or around the toilet blocks
- Throw sticks, stones, sand, honkey nuts and or other dangerous objects.
- Bounce or kick balls against school walls or on the roof.
- Wear jewelry (other than a neck chain with Religious symbol, a watch, a medic alert bracelet or one pair of sleepers or studs for pierced ears) or make up, or nail polish.
- Ride bicycles in the school grounds.
- Drop litter.
- Bring chewing gum to school.

# RATIONALE

The Student Code of Behaviour procedure affirms each child's dignity and worth within an environment where they can learn from their decisions and develop an awareness of the consequences of their decisions.

For the child to develop and grow into a complete person they need to be able to:

1. Take responsibility for their learning
2. Take appropriate risks in order to challenge them self to achieve his/her potential
3. Learn to display appropriate social behaviour patterns
4. Work co-operatively with staff and their peers

The Student Code of Behaviour procedure provides a structure which encourages the child to:

1. Value education
2. Accept responsibility for learning development and decisions
3. Learn from his/her mistakes

School rules exist for the safety of all within the community. At all times the school rules and their enactment should be consistent with Gospel values.

## Principles

Good Shepherd Catholic School endeavours to ensure the student accepts responsibility for his/her education and behaviour.

The Student Code of Behaviour procedure aims to:

1. Develop the understandings that:
  - a. Each child has a right to learn to the best of his/her ability
  - b. The teacher has a right to be respected
2. Provide an environment where the Gospel values are enacted
3. Provide structures through which the child can develop the understanding that decisions and behaviours have consequences
4. Encourage positive behaviours and attitudes
5. Provide procedures for addressing inappropriate behaviours

## Procedures

1. Positive attitudes or desired behaviours will be rewarded. Celebrated processes for encouraging the desired behaviour include:
  - a. Merit Certificates which will be issued at the school assemblies
  - b. Many Gifts, One Spirit award which will be issued at assemblies at the end of each term
  - c. Immediate social reinforcers:
    - i. Including praise, rewards, stickers, privileges
    - ii. Class and group points tallied towards an agreed reward
  - d. Class or group rewards will be negotiated at the local level but may include:
    - i. Free Play
    - ii. Extra sport
    - iii. Game time
  - e. Stickers / stamps within the classroom
  - f. Positive written and oral comments
  - g. Visits to the Principal or Assistant Principal for positive acknowledgement
  - h. The Social Worker providing pro-active programs on social skills and anti-bullying

2. Processes for discouraging inappropriate attitudes or behaviours may include:
  - a. Verbal correction
  - b. Individualised discussion with the child and the teacher
  - c. Parent notification and engagement
  - d. Disciplinary consequence
3. Cases of poor attitudes or behaviours will be:
  - a. Dealt with in accordance with the Student Code of Behaviour procedure
  - b. Dealt with according to the Class Discipline Plan
  - c. Communicated to the parent/s
4. Appropriate consequences for poor attitudes or behaviours may include:
  - a. Time out
  - b. Behaviour slip
  - c. Think Sheet
  - d. Withdrawal of privileges
  - e. Behaviour Journal
5. The school's Student Code of Behaviour procedure endeavours to develop a positive relationship between the children, parents and staff. As an aid for parents a four step classroom behaviour management plan is provided. (Appendix A)
6. In cases of serious or re-occurring negative behaviour:
  - a. The Principal, or their delegate, will meet with the child to seek a resolution
  - b. The Principal, or their delegate, the class teacher, parents and child will meet to try to establish a resolution and to plan a way forward, including the use of a behaviour journal
7. Inquiries and investigations shall respect the principles of natural justice with each party given equal opportunity to put their version by filling out a Think Sheet (Appendix C). This form is sent home for parents to sign and return to the school.
8. The process for detaining a child on the bench or sent to another classroom will be:
  - a. The disciplining teacher will
    - i. Complete the Behaviour Slip (Appendix B) and hand it to the child for completion by the Duty Teacher
    - ii. The disciplining teacher will subsequently ensure 8B and 8C have occurred
  - b. The child will sit on the bench maintaining a distance of 2m from other children and not interact with others or go to another classroom of the teacher's choice. At commencement of the recess or lunch break the child will hand the form to the Duty Teacher for completion. In the case that the child goes to another classroom the class teacher will collect the behaviour slip once the child arrives and fills it out and hands it back to the student once the child goes back to their class.
  - c. The Duty Teacher / Classroom Teacher will initial the form and return the Behaviour Slip Form to the child.
  - d. The child will take the Behaviour Slip home for parents to read and sign.
9. All concerns or issues arising from the implementation of the Student Code of Behaviour procedure should be raised with the class teacher or the Principal.

10. In cases of a serious breach of the Student Code of Behaviour procedure a process will be established in consultation with the parent/s and student to reinforce the principles of this procedure.
11. This procedure may be varied at the discretion of the Principal.

## SCHOOL RULES

### Principles

1. Student Supervision
  - a. School supervision of children commences at 8:30am.
  - b. Children who arrive from 8:30am must go to the undercover area where they are to remain seated.

Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/ guardian or their confirmed nominee.

Between 8.40 and 8.50am

- a. Children may move freely about the school site however:
  - i. No sports equipment is to be used.
- a. The fixed play equipment is not to be used by either students or siblings.
- b. Children must be in class and ready for lessons to commence when the bell rings at 8.50am.
- c. Parents of children who are late for school are required to provide written explanation or a letter requesting explanation will be sent home with the child.
- d. Where a child is regularly late for school the Principal will commence a process, with the family, to address the concern.

#### **Guideline for teachers:**

*After three late notices signed by the teacher, the teacher will notify the principal who will signed all other notices.*

*The principal will enact a process to enforce the appropriate sections of Schools Education Act 1999.*

2. All forms of bullying are unacceptable.
3. Fighting and other actions that may cause harm to others are unacceptable therefore children should not:
  - a. Touch, carry, grab or demonstrate aggression towards their peers
  - b. Throw any object – excluding appropriate sports equipment
4. For the safety of all children, all bicycles will be walked while on the school grounds.
5. School environment, property and equipment shall be respected at all times.

6. All students shall wear the appropriate school uniform on accordance with the School Uniform Guideline.  
No child shall be permitted to attend any excursion unless in correct school uniform or in the clothing designated by the organiser.
  - a. Whilst in school uniform or when representing the school in any manner, the highest standard of behaviour is expected.
    - The school uniform must be worn correctly.
    - Failure in wearing the correct school uniform will result in a uniform note sent home for parents to sign and complete.
7. Playground and class rules shall be followed at all times. It is the responsibility of the class teacher to regularly remind the students of these rules through classroom discussions and displays.
8. To facilitate the provision of safe play the children are asked:
  - a. To play in the following areas:
    - i. Years 1 –2
      1. The Under Cover Area
      2. The Junior Playground
    - ii. Years 3 - 6
      1. The veranda areas outside the W side classrooms in the senior block
      2. Basketball court and the school oval
    - iii. Years 1 – 6
      1. Library is open at lunchtime on Wednesday
  - b. Not to:
    - i. Enter any of the garden areas
    - ii. Go on the embankments:
      1. Parallel to Altone Road
    - iii. Be in the library or classroom unless in the presence of a staff member
    - iv. Children are not allowed to play between the Junior Primary and the Pre-Primary Buildings
  - c. Veranda safety rules:
    - i. Running on the concrete under the verandas and in the Under Cover Area is dangerous and therefore not permitted.
    - ii. Ball games should not be played under or near the veranda areas
9. To support the school in the provision of the best environment possible children shall not:
  - a. Litter
  - b. Have chewing gum at school
10. “No Hat No Play in the Sun” Rule.
  - a. Applies all year round
  - b. Children are not required to wear their hats going to:
    - i. The Church
    - ii. Under covered area
    - iii. Music Room
    - iv. Computer Room

At these times the children are in the sun for very brief periods and having a hat can cause distraction for the child.

- c. A child without a hat is permitted to be in:
    - i. The Under Cover Area - if in the junior grades
    - ii. Under the verandas if in the senior grades
    - iii. In the Library
  - d. Class teachers will establish an appropriate process to deal with children who repeatedly fail to bring their hat to school.
11. Personal games, toys and sports equipment tend to be expensive and treasured by the owner and as the school cannot guarantee the safety of the items they should not be brought to school.
12. Mobile Phones – in 2020 the WA State Government placed a ban on all student phones in the classroom. As a general rule, students have no legitimate reason to bring a mobile phone to school for use on school premises either before, during or after school hours.
- a. Students will only be permitted to bring a mobile phone onto the school premises for safety, security, or emergency purposes. In doing so:
    - i. They must be switched off on arrival to school and handed to the teacher to be kept in a secure section of the classroom. The student must collect the mobile telephone from the teacher at the end of the school day.
    - ii. The school accepts no responsibility for mobile telephones which are brought to school and not handed in to the teacher. If a student fails to hand in the phone, by keeping it on their person or concealing it in their bag or another location, and it becomes lost, stolen or damaged, the school will not accept any responsibility for investigating the incident or recovering the phone. It is the responsibility of the student to safeguard against misplacement, loss or theft
    - iii. The use of a mobile telephone during school hours will result in the mobile being confiscated and given to the school office. Parents will be contacted, and the mobile will be returned to the child at the end of the school day, or at the Principal's discretion.
    - iv. Use of mobile telephones during out-of-school functions arranged by the school, including excursions, camps and retreats, will not be permitted. Arrangements are in place for communication with a staff member in the case of an emergency.
  - b. Note:
    - i. This applies to the use of mobile telephones for speaking, photographs and text messages. Any inappropriate use of a mobile phone will be regarded as if the child has used a school device and will have the same consequences applied.
    - ii. Other devices such as watches with a cellular connection fall under this category.

## **Procedures**

The consequences will be determined by the staff member dealing with the incident, following an appropriate investigation, and may include consequences such as:

- Verbal Warnings
- Being assigned a "Behaviour Slip" to sit on the bench away from peers at recess and/or lunchtime or be sent to another class. (Appendix B)
- Completion of a "Think Sheet" (Appendix C)

- “Failure to Complete Work” Note will be sent home to parents asking for a reason why their child is not completing the assigned work that was given by the teacher. (Appendix D)
- Parents being notified

Parents are partners in the education of their children and where possible will be notified of serious breaches of this procedure and where appropriate consulted regarding suitable consequences.

The consequences for repeated or serious misbehaviour may result in consequences including, but not limited to:

- Being sent to the Principal, or their delegate
- A letter to parents
- Parental meeting with the Principal, or their delegate
- In-school suspension / detention, where the child remains in the School Office block for a set number of days to complete their schoolwork
- Suspension from attending school for a set period

Each incident and disciplinary consequence will be determined by the merits of the case and in accordance with processes outlined in this procedure. A copy of the completed Think Sheet added to SEQTA.

For exclusion of a student the Process for Exclusion of Students for Disciplinary Reasons located on the CEWA hub is to be followed

Effective Date:	2022	Next Review:	2025
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# *Good Shepherd Catholic School*

## *— Lockridge —*

Appendix A

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### **Classroom Behaviour Management Plan**

Verbal / Non Verbal warning given to the child for breaking the class/school rules

1. Second verbal/non-verbal warning - The child is then placed in timeout within the class or a dojo point is removed (may vary in each year/class)
2. The child is either sent to another class if teacher chooses to act immediately or the child spends recess or lunch on the bench. (The teacher will complete a Behaviour Slip with a brief explanation of why the child is there and this will go home for parent to sign and return)
3. Send the child to the office (the parent is notified through the school diary/email or a phone call home.)
  - If a child has been violent in any way to another child or teacher, they are to be sent to the office immediately without warning and their parents notified.

Duty teacher on undercover is to supervise the benched children and make sure they are not speaking to other children.

Specialist teachers will follow the same Classroom Behaviour Management Plan though they will start from step ONE in their class time. The Specialist teacher will liaise with the class teacher and let them know if you have had any behaviour problems in their lessons and what step they got to so the class teacher can inform the parent if required.



# Behaviour

Bench

Classroom

Students Name \_\_\_\_\_

Class \_\_\_\_\_

Monday

Tuesday

Wednesday

Thursday

Friday

Reason

---

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Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

Duty Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Think Sheet

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Please write down your version of what happened:

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Who else saw what happened?

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Write down the School or Class Rules you have broken:

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Teacher Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear .....

Your child ..... has failed to complete assigned work on time.

The work in questions is:

.....  
.....  
.....

This work was due to be handed in on .....

Please discuss the importance of completing work of the best standard possible with .....and ensure the work is submitted by .....

Please complete the form below and return it to school by tomorrow. Should you wish to discuss this further, do not hesitate to contact me.

Yours sincerely,

.....

Teacher

.....

Principal or Delegate

Date .....

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PARENT COMMENT (if you wish)

.....  
.....  
.....  
.....

Parent Signature: .....

Date: .....