**Jamberoo Public School**

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**Student Welfare Policy**

**Revised 2017**

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**Overview**

This policy outlines the importance of positive student behaviour to provide a conducive learning environment for all students who attend Jamberoo Public School. The JPS Student Welfare Policy outlines a balanced approach, recognising student achievement and dealing with unacceptable behaviour. It is based on developing student responsibilities, encouraging respect and creating a positive school environment for effective teaching and learning.

Jamberoo Public School has included representation from the school community by formulating and issuing a survey to all staff, parents and current students. This information was used to inform our policy and practice, and identify the individual strengths and needs of our school. The staff evaluated the current policy and drew on ideas from the survey to develop a draft policy, completed in Term 2 2017.

This draft policy was presented to a consultative committee (consisting of parents, staff and community members) with any recommended amendments to the plan taken on board. The revisions were presented to staff and the consultative committee for comment at a second consultative committee meeting. The school community was then informed of the new policy via a P&C meeting and publication on the school website.

The intention is to implement the policy in Term 3 2017. After 12 months the staff and consultative committee will evaluate the success of the new policy. Review will occur on a three-year cycle. We will provide opportunities for all members of the school community to offer feedback during this review process.

**Purpose**

As a school community, we work together to provide a quality learning environment which is inclusive, safe and secure - free from bullying, harassment, intimidation and victimisation. All students, staff and community members have the right to be treated fairly and with dignity.

When parents enrol their children at Jamberoo Public School they enter into a partnership. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions. Collaboration between school staff, students and parents/carers is an important feature of student welfare at Jamberoo Public School.

Rationale

Student welfare:

* Encompasses everything that the school community does to meet the personal, social and learning needs of students and to enhance their well-being.
* Is reflected in the way a school community demonstrates care, ensures security and provides opportunities for students to enjoy success and recognition, make a useful contribution to the life of the school and derive enjoyment from their learning.
* Is achieved through the total school curriculum and the way it is delivered.
* Focuses on development and preventative strategies in all areas of student need and ensures that students with special needs have the support they require.

**Implementation**

* Individual policies will be adhered to and formulated in related areas of Student Welfare. Policies such as Child Protection, Every Student Every School, Drug Education, Student Representative Council, Peer Support, Gifted and Talented Education, Anti-Racism, Fair Discipline and Award Procedures, Anti-Bullying Plan, Homework, Integration etc.
* Adequate funds will be allocated to meet Student Welfare needs as identified in the school’s Strategic Directions and School Plan.

Outcomes

Teaching and Learning

* Students’ progress through levels of achievement leading to identified competency in all learning areas.
* The learning experiences of students affirm their individuality and are positive and satisfying.
* The needs of students and those of the wider community are reflected in the learning goals of Jamberoo Public School.

**Students are respected and supported in all aspects of their schooling**

* The welfare of students is a priority in all school policies, programs and practices.
* Jamberoo Public School adopts structures and procedures which enhance relationships and demonstrate commitment to the principles of social equity.

**Community Involvement**

* A strong partnership exists between students, staff and the community, which shapes the identity of Jamberoo Public School.
* Parents and community members participate in all aspects of life at Jamberoo Public School.

**Evaluation**

* The Student Welfare Committee will evaluate and analyse all aspects of Student Welfare in accordance with the Annual Management Plan.
* Cost effectiveness of Student Welfare programs will be assessed as part of the evaluation process.
* Interviews, data, questionnaires and anecdotal records will be used as evaluation tools where deemed appropriate. These procedures may be undertaken with students, staff, parents and the wider community.

**Behaviour Code**

At Jamberoo Public School high standards of behaviour and conduct are expected. There are consequences for positive and negative behaviour. There are levels of discipline and a standardised approach that is used by staff to reward positive behaviour and resolve problems when they arise.

**Students have rights and responsibilities that include:**

* Expected standards of behaviour in the classroom, in the playground and while travelling to and from school.
* Safety in and around the school and at all school activities.
* Demonstrating high standards of positive behaviour while on excursions and participating in extracurricular activities such as sporting and other activities.
* Obedience to requests from staff and others in positions of authority.
* Adherence to the school’s policies.
* Positive and respectful relationships between all members of the school community.

**Strategies to promote positive behaviour and effective learning**

To encourage the highest levels of student behaviour Jamberoo Public School will:

* Display the Jamberoo Public School Positive Behaviour for Learning Matrix in classrooms. Class teachers are to explicitly teach and constantly refer to these expectations.
* Provide an appropriate and differentiated curriculum to meet the needs of each student.
* Discuss with parents/carers their role in promoting acceptable student behaviour.
* Provide appropriate support programs eg counseling, remediation.
* Implement school programs that develop self-discipline, self-evaluation, resilience, communication and conflict resolution skills.

For example: Buddies program, Student Representative Council, anti-bullying program, Life Education, Child Protection and Learning Habits.

**Positive Behaviour**

**Rationale**

The expectation at Jamberoo Public School is that the school, staff and families work together to teach and support positive behaviour. To do this a whole-school approach is implemented to create a positive, safe and supportive environment in which all the students, including students with additional needs, can learn and develop. Every part of the school, including the classrooms, playground and extracurricular activities, are considered integral parts of the total learning environment. The expected outcome is that the school creates and the staff deliver instruction in a set of behaviour expectations, providing consistent positive feedback to students.

The overwhelming focus of the Student Welfare Policy is to recognise and reward the positive behaviour of the students. At Jamberoo Public School we establish and maintain a positive ethos focusing and building on student strengths. Affirming teachers and support staff recognise and acknowledge positive student behaviour and learning. This fosters an optimistic school environment conducive to student learning and appropriate social behaviours. The students will be recognised and celebrated in the following ways.

* Merit awards in various categories for Bronze, Silver, Gold and Diamond certificates.
* Foyer, hall, library and classroom displays.
* Work samples in newsletters and quality work at school assemblies.
* Recognition awards at assemblies.
* Presentation Day awards.
* Teacher and Principal awards.
* Attendance at special events.
* House points, awarded to students based on teacher discretion.
* Current ‘learning habits’ to be announced and explained in school newsletter and as part of each assembly.

**Rewarding Positive Behaviour**

At Jamberoo Public School positive behaviour is expected and rewarded through merit certificates, house points, table points etc. These rewards undermine the principle of students being responsible for their own behaviour. Awards are presented at weekly school assemblies. These awards are issued on the basis of:

* Uniform
* Homework
* Library
* Learning Habits
* Principal
* Representation in school events.
* Merit for class work
* 5 Merit Certificates = Bronze
* 10 Merit Certificates = Silver
* 20 Merit Certificates = Gold
* 40 Merit Certificates = Diamond

Students achieving Gold will participate in a day of special activities. Students reaching Diamond will have a book donated to the Library on their behalf with their name on it.

**Student Rights and Responsibilities**

The following is a list of the rights, and the responsibilities involved in maintaining those rights, for all students at Jamberoo Public School. It is important to remember there can be no rights without adherence to the associated responsibilities.

|  |  |
| --- | --- |
| RIGHTS | RESPONSIBILITIES |
| **Students have:**1. The right to be treated with courtesy and respect.2. The right to learn in an organised, well maintained and supportive environment.3. The right to be safe and secure.4. The right to be able to learn without interference from others.5. The right to have personal property treated by others with care.6. The right to develop their potential to the fullest. |  To treat all teachers, scripture teachers, learning support officers, office staff, parents and volunteers and visitors with respect. To be honest and truthful. To speak politely. To be fair in dealings with others during play. To care for and maintain the environment and resources. To obey school rules. To play safely with other students. To be tolerant and considerate of others. To allow others to learn without being interrupted. To hand in all lost property. To seek permission before borrowing equipment. To return equipment in good condition and on time. To stay out of classrooms unless supervised by a teacher. To label and maintain all property.To do their best at all times, including keeping up to date with work, co-operating with teachers and class members and ensuring they are adequately prepared and organised each school day. To take responsibility for their own learning.  |

**Responsibilities of Teachers**

Teachers will:

* Model respect at all times in their dealings with others.
* Provide a challenging and student-centred curriculum.
* Teach the students the school rules, the code of behaviour and the consequences of any misbehaviour.
* Regularly reinforce the importance of school rules to ensure the safety of all school community members.
* Reward students who demonstrate positive behaviours.
* Follow the agreed procedures of this policy.

**Responsibilities of Parents/Carers**

Parents and carers will:

* Accept shared responsibility for student discipline.
* Support the school in the implementation of the student welfare policy and reinforce respect for others at school and at home.
* Communicate with school staff regarding their child’s behaviour and circumstances which may influence this behaviour.
* Provide restitution to the school where their child has willfully or recklessly caused damage to school property or the property of others.
* Ensure children attend school punctually each day, unless ill.
* Expect children to take responsibility for their own actions and accept consequences of poor decision making.

**Responsibilities of School Leaders (Executive Staff)**

The school’s leaders will:

* Provide professional training and development of staff in the areas of welfare, discipline and behaviour management.
* Liaise with parents regarding the behaviour of their child.
* Regularly communicate the school’s welfare and discipline expectations to parents, staff and students.
* Monitor and review welfare and discipline policies in the school.

**Responsibilities of Student Leaders**

Student leaders will:

* Exhibit the ability to make decisions by themselves.
* Lead by example and be a role model for other students.
* Demonstrate exemplary behaviour at all times – acting with integrity, honesty and respect.
* Display initiative.
* Work well as a team member.
* Possess sound communication skills

Should any student leader be unable to fulfill their role or whose behaviour is deemed to be inappropriate then he/she may be withdrawn from their elected position and replaced by another student. This would be dependent on the severity of the behaviour, action that may be taken could include:

* Warning and counselling by supervisor/principal.
* Discussion with parents.
* Loss of position for part or perhaps entire year.

The Principal will determine the decision in consultation with staff and parents. Appropriate communication will advise parents of issues of concern.

**The Discipline Code**

Jamberoo Public School’s Discipline Code is designed to support the Jamberoo School Community to deal consistently and equitably with negative behaviours.

There are three levels in the school’s Discipline Code. Commencing with Level A and ending at Level 2. The school expects that a vast majority of students will remain on Level A throughout their schooling at Jamberoo Public School.

The Discipline Code focuses on students taking responsibility for their own behaviour.

Level A – Acceptable behaviour.

Level 1 – Unsatisfactory behaviour.

Level 2 – Aggressive, unsafe behaviour or continued negative behaviour whilst on Level 1.

Each level has a list of types of inappropriate behaviours and consequences. It is possible to move more than one level at a time, depending on the seriousness of the behaviour displayed.

Once a student has successfully completed the monitoring period on a level, parents will be informed and the child will return to Level A.

In the classroom, teachers will use the following procedures to deal with inappropriate behaviour.

* Warning 1 – student’s name on the board.
* Warning 2 – time out in the classroom/verandah area.
* Warning 3 – an Incident Report (Blue Slip) is given to the supervisor/principal which may result in an official detention. Incident is reported on ESR Wellbeing.
* Warning 4 – the student is sent out of the room to the supervisor/principal. Parents are to be contacted.

In the playground, Incident Reports (Blue Slips) will be issued for behaviours such as:

* being out of bounds
* swearing
* disobedience
* interfering with the play of others
* violent behaviour
* bullying
* teasing
* stealing

**Consequences**

When a student receives an Incident Report (Blue Slip) of a serious nature, they will be spoken to by the supervisor/principal and as a result may be placed on detention, or be placed on Level 1 or Level 2. Parents will be informed in writing and/or by phone.

If it is determined that a child is placed on detention by the principal/supervisor then the student will complete a ‘think sheet’ on the verandah. This will then be discussed with the child by the principal/supervisor to provide the child with effective feedback about making better choices in the future. The number of days for time out will be determined by the principal/supervisor depending on the type/degree of negative behaviour.

If a student is placed on a Level a discipline meeting will be coordinated where the student meets with member(s) of the school executive to address behaviour incidents. The student works through a process whereby they identify the negative behaviour, what happened as a result of their actions and what they could have done differently.

**Excursions/Extra-Curricular Activities**

With the added responsibility on teachers organising and attending excursions and extra-curricular activities, ensuring the safety and welfare of both students and staff is a high priority. Students who have consistently been placed on negative behaviour levels for extended periods of the year may have their invitation to attend withdrawn. This situation will be discussed over time with the student in conjunction with the parents and the school staff. The final decision will be at the discretion of the school principal.

**LEVEL 1 - UNSATISFACTORY BEHAVIOUR**

Students will be placed on Level 1 for repetitive negative behaviours such as:

* repeated disruptions in the classroom
* bullying (ongoing harassment, teasing, violent behaviour, excluding others) – please refer to the school’s Anti-Bullying Plan for further information.
* back answering or disobedient behaviour
* aggressive swearing or threatening behaviour
* dangerous play
* stealing
* racial or discriminatory remarks
* inappropriate behaviour whilst representing the school at sport or excursions.

The principal/supervisor in consultation with teacher(s) involved will approve the placement of a student on Level 1.

**Consequences**

When a child is placed on Level 1, a student will face a combination of the procedures listed below:

* Detention for up to a week (5 days).
* Attendance at a well-being meeting.
* Exclusion from sport, excursions and special events whilst on the level.
* Parents are notified through written note and/or by phone.
* Take part in behaviour modification activities with possible referral to Departmental Support such as School Counsellor.
* A daily behaviour report may be implemented to communicate student behaviour to parents/carers.

LEVEL 2 – AGGRESSIVE, UNSAFE OR CONTINUAL UNSATISFACTORY BEHAVIOUR

Students will be placed on Level 2 for behaviours such as:

Teachers will:

* continued negative behaviour whilst on Level 1
* verbal abuse of a staff member
* fighting, physical violence
* bullying
* bringing/using drugs at school
* bringing, using or threatening to use a prohibited weapon at school.

Consequences

When a child is placed on Level 2, a student will face a combination of the procedures listed below:

* Detention for up to two weeks (10 days).
* Attendance at a well-being meeting.
* Exclusion from sport, excursions and special events whilst on the level.
* Parents are notified through written note and/or by phone.
* Take part in behaviour modification activities with possible referral to Departmental support such as School Counsellor.
* A daily behaviour report may be implemented to communicate student behaviour to parents/carers.

In addition to the Discipline Code, students who have demonstrated serious negative behaviours may face either an in-school or out of school suspension or in extreme cases an expulsion. In these cases the Department of Education Suspension and Expulsion policy will be adhered to.

Outside School Hours

A student may be subject to discipline procedures for misbehaviour at school, at sporting events, excursions, on the way to and from school, or for actions out of school that directly affect students or staff in the school. Examples include:

* Violence or threats of violence.
* Misbehaviour at sports carnivals or representative fixtures.
* Negative behaviour at bus stops, on the bus or when walking/riding to and from school.
* Any form of cyber bullying, texting or messaging which is considered harassment.
* Harassment of a staff member outside of school.

**Jamberoo Positive Behaviour for Learning Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CARE FOR YOURSELF** | **CARE FOR OTHERS** | **CARE FOR THIS PLACE** |
| **ALL AREAS** | ListenFollow teacher instructionsStay in bounds | Speak politelyHands and feet to yourselfLine up properly | Look after school environment |
| **CLASSROOMS** | Stay on taskBe prepared to learn | Respect othersBe a respectful learner | Look after school equipment |
| **GRASS OVAL/BASKETBALL COURT** | Walk on hard surfacesFinish games when music commencesWear hat and shoes | Play by the rulesNon tackling games onlyInclude everyone | Rubbish in binsReturn equipment |
| **COLA** | WalkSit to eat only under COLA | Wait patientlyUse good manners | Rubbish in binsFollow the ball game rules |
| **HALL/ASSEMBLIES** | Listen and wait quietlyBe proud of your achievements | Enter and exit quietly in linesUse good audience manners | Leave it cleanHelp pack up |
| **TOILETS** | Use and leaveUse soap and water | Use toilet appropriatelyRespect privacy | FlushKeep toilets clean |
| **FOREST** | Walk/drag big sticksLine up beside the hall | Allow others to playRespect built bases | Use sticks found on groundUse only natural materials |

Classroom

Misbehaviour Flow Chart

MINOR: - Staff member enter into ESR Wellbeing Pass blue slip to supervisor

MAJOR: - Complete blue slip Pass to supervisor Supervisor to enter data into ESR and determine consequence

* Reminder of relevant classroom expectations.
* Explanation or discussion about behaviour/ situation.
* Implementation of classroom consequences

Detention (Think Sheet 2nd half lunch) \* Repetitive/unacceptable behaviour \* Record misdemeanor on Blue Slip/ Enter into ESR Wellbeing

Conference – Imposing of Level 1 or 2 \* Continuous classroom misbehaviour \* Serious misbehaviour \* Record misdemeanor on Blue Slip/ Enter into ESR Wellbeing \* Negotiate with teacher consequence \* Implement behaviour book

Parent & Carer Contact \* Phone contact with parent/carer by supervisor regarding student behaviour. \* Family/student/school agreement working towards appropriate behaviour.

Consideration of Imposing Suspension \* In accordance with DoE policy \* Principal to impose suspension

Serious Misbehaviour \* violence or threats \* defiance \* disrespect to staff, students, visitors \* dangerous behaviour \* vandalism \* extreme disruptive behaviour \* theft of equipment or money \* systematic bullying

Data Analysis \* L&S committee to analyse ESR Wellbeing Data

Learning & Support Team Intervention

Parent/Carer Contact \* Phone contact by class teacher \* Determine the function of the behaviour

Playground

Misbehaviour Flow Chart

* Reminder of relevant playground/school rules.
* Explanation or discussion about behaviour, injury or situation.

Timeout Strategies \* Walk with teacher \* Time to think \* Follow-up with teacher \* Group discussion

Conference – Imposing of Level 1 or 2 \* Continuous playground misbehaviour \* Serious misbehaviour \* Enter into ESR Wellbeing \* Implement behaviour book

Parent & Carer Contact \* Phone contact with parent/carer by supervisor regarding student behaviour. \* Family/student/school agreement working towards appropriate behaviour.

MINOR: - Staff member enter into ESR Wellbeing Pass blue slip to supervisor

MAJOR: - Complete blue slip Pass to supervisor Supervisor to enter data into ESR and determine consequence

Consideration of Imposing Suspension \* In accordance with DoE policy \* Principal to impose suspension

Serious Misbehaviour \* violence or threats \* defiance \* disrespect to staff, students, visitors \* dangerous behaviour \* vandalism \* extreme disruptive behaviour \* theft of equipment or money \* systematic bullying

Data Analysis \* L&S committee to analyse ESR Wellbeing Data

Learning & Support Team Intervention

Detention (Think Sheet 2nd half lunch) \* Repetitive unacceptable behaviour \* Record misdemeanor on Blue Slip/Enter into ESR Wellbeing

**Student Supervision Plan**

The school supervision plan recognises the duty of care to our students accounting for specific school conditions, including the size of the school, physical layout of the grounds and transport arrangements. The school’s commitment to duty of care to our students begins at 8:30am each day until they safely depart the school grounds at 3:00pm when students are dismissed.

Before School (8:30am-9:00am)

Any student who arrives at school before 8:30am is to sit quietly in the seating area under the tree at the front of the administration building. At 8:30am a supervising teacher will collect the early students and escort them to the morning play areas. At 8:58am music will play, which signifies that all students are to walk to the hall for morning assembly. Students are to be sitting in their class lines when the bell rings at 9:00am.

Session Breaks

Supervision of students begins: 8:30am

Start of school day: 9:00am

Lunch (1st Half): 11:00-11:25am

Lunch (2nd Half): 11:25-11:50am

Recess: 1:30-1:55pm

End of school day: 3:00pm

**After School**

All students will be dismissed at 3:00pm from their classrooms. Students who are catching the bus or are being walked to Kevin Walsh Oval (basketball court area) are to meet the supervising teacher at the front gate, near the school bell. The students will then be walked down Churchill Street by the supervising teacher.

Students who haven’t been picked up must go to the eastern side of the school admin building and wait there for the family member who is picking them up.

Playground Duty Guidelines for Teachers & School Learning Support Officers Effective supervision of students is essential. As a general rule, it should correspond in effectiveness with that expected of a parent.

* Supervision of students is made easier and more effective if every teacher ensures the safety and discipline of students and the protection of the school grounds, buildings and property, not just the teacher on duty at the time.
* Accidents and conflicts involving students may be avoided if the teacher on duty **circulates and is visible** around the prescribed area whilst on duty. A classroom teacher is always responsible for supervising the ‘forest’ area.
* Promptness is the essence of responsible duty.
* All teachers need to ensure they are out to collect their class as soon as possible, ready to receive their class after the bell rings. Teachers should assist by urging the students to line up sensibly. This helps to settle the students before entering the classrooms.
* Check the playground roster regularly.
* Know when you are on duty and **move on to the playground promptly**.
* Be familiar with the playground behaviour expectations.
* Move around the playground continuously. Make yourself visible.
* Praise and reinforcement maintains a happy and settled playground.
* Deal with student problems and issues in a **calm and fair manner**.

**Uniform Policy**

Our school uniform identifies our students as belonging to Jamberoo 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 making school clothing more affordable for families.

Students at Jamberoo Public School are expected to be in full school uniform every day. The school colours are sky blue and royal blue and these colours are reflected in the uniform. The school hat is also an integral part of the school’s Sun Safety program and all students should wear their school hat every day.

We do not encourage the wearing of jewellery. Studs may be worn if your child has pierced ears. Religious/cultural necklaces need to be worn under the collar of the school uniform. To reduce the risk of injury, all jewellery is to be removed prior to competition sport.

School uniforms can be purchased from the School Uniform Shop. New and some second-hand uniforms are available for purchase. The Uniform Shop is open every Tuesday morning from 8:45am – 9:15am.

DEC policy on school uniforms can be found at:

<http://www.schools.nsw.edu.au/studentsupport/studentwellbeing>

|  |  |  |
| --- | --- | --- |
| **Girls** | Summer | * JPS summer dress
* navy blue shorts with sky blue polo shirt
* white socks
* black shoes or joggers
* school hat
 |
| WinterAn optional navy blue spray jacket is available for winter. | * sky blue polo shirt
* navy blue trousers, tracksuit pants or JPS winter tunic
* white socks or navy tights
* black shoes or joggers
* navy blue fleecy with school emblem
* school hat
 |
| Sports | * unisex sports shirt
* royal blue netball skirt or unisex sports shorts
* white socks
* joggers
* school hat
 |
| **Boys** | Summer | * sky blue polo shirt
* grey shorts
* grey socks
* black shoes or joggers
* school hat
 |
| WinterAn optional navy blue spray jacket is available for winter. | * sky blue polo shirt
* grey trousers or navy blue tracksuit pants
* grey socks
* black shoes or joggers
* navy blue fleecy with school emblem
* school hat
 |
| Sports | * unisex sports shirt
* royal blue sports shorts
* white socks
* joggers
* school hat
 |

**Attendance Policy**

In NSW, students must attend school regularly. Students of compulsory school age (6 – 17) are required to attend school every day unless they are sick or have another good reason for being absent. Parents are required to explain their children’s absences within seven (7) days of the occurrence of an absence. Failure to explain an absence within this time will be recorded as an unjustified absence on the student’s record. Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence.

In line with Departmental policy, student attendance is constantly monitored at Jamberoo Public School. The school will inform parents if a student is absent from school without explanation. Parents who have difficulty in ensuring the regular attendance of their children at school should contact their class teacher or the Principal.

Where a teacher has concerns regarding a student’s attendance they will in the first instance contact the parents, discuss the issues and offer assistance. If the student’s attendance continues to be of concern a Notification of Attendance Concerns form is completed by the teacher and submitted to the Principal who oversees attendance. Action taken from this point may include notification of concerns to the parent in writing, a formal parent interview to discuss and resolve the issue, referral to the school Learning Support Team, referral to the Home School Liaison Officer.

**School community beliefs about the importance of attending school**

It is important that students, staff and parents/carers have a shared understanding of the importance of attending Jamberoo Public School which is:

* committing to promoting the key messages ‘Every day matters’
* believing all children should be enrolled at school and attend school all day, every school day
* monitoring, communicating and implementing strategies to improve regular school attendance
* deeming that truanting can place a student in unsafe situations and impact on their future employability and life choices
* regarding attendance at school is the responsibility of everyone in the community.

**Reporting and monitoring attendance**

At Jamberoo Public School reports of absence are taken seriously. Parents and carers may report an absence in the following ways:

* phone the school
* contact the school via email
* provide a written explanation to the class teacher.

**Teacher Responsibilities:**

* monitor and record each student’s attendance
* record absences daily and identify students at risk
* record any cases of lateness or absence
* contact home on third day of absence
* discuss and refer non-attendance to the Principal for follow up
* provide education assessments for students who have been disengaged and return to school.

**Parent Responsibilities:**

* ensure that their child attends school at all times when the school is open for instruction (see School Education Act, 1999)
* ensure that their child is on time for school each day – before 9:00am
* notify the school of their child’s absence as soon as possible on the first day of the child’s absence
* notify the school in advance if an absence of any period is planned
* ensure that contact details for the child are correct and up to date.

**Health Care Policy & Procedures**

Health care policy and procedures at Jamberoo Public School are informed by DEC policy. The policy and procedures can be accessed at:

<http://www.schools.nsw.edu.au/studentsupport/studenthealth>

Parents have the primary responsibility for the health of the 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.

When a 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.

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.

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 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.

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 procedures for such medications as for ‘prescribed medications’.

**Homework Policy**

It is the policy of the school to set homework at all levels. It must be a purposeful learning experience that may consolidate, extend and/or enrich the school’s program and it should be presented in such a way that the child sees it as deserving attention out of school. Teachers are to base their homework activities on the following guidelines:

|  |  |  |
| --- | --- | --- |
| **Year** | **Time** | **Suggested Activities** |
| Kindergarten | 5 minutes | Informal – finding pictures to match sounds, counting, home reading |
| Year 1 | 10 minutes | Worksheet/Contract – spelling, maths, home reading |
| Year 2 | 15 minutes |
| Year 3 | 20 minutes | Contract – includes learning spelling, sentences, maths, projects and home reading  |
| Year 4 | 25 minutes |
| Year 5 | 30 minutes | Contract – complete research/projects, spelling and sentences, maths and home reading |
| Year 6 | 35 minutes |

**Homework will:**

* be set on a regular basis
* be essentially based on spelling, maths and reading but other subjects may periodically appear
* be voluntary on the part of students and parents
* not vary markedly in amount from one night to the next and should not be so restrictive that a student cannot sometimes pursue individual interests
* follow an effective routine ie
	+ how and when the homework assignment is communicated to students
	+ how the students remember what is to be done for homework
	+ when and how it is marked/corrected by the class teacher.
* be done where possible, in a designated ‘Homework Book’
* be set at an appropriate level for the students to complete with minimal parent assistance.

**Student Mobile Phone Policy**

As a communication device, mobile phones, when used appropriately, can offer students and their parents many advantages in terms of ease of communication and a sense of personal safety when children are travelling to and from school. However mobile phones have the capacity to have a negative impact on the learning environment and the safety and well-being of students. The widespread ownership of mobile phones among young people requires that the staff, students and parents from Jamberoo Public School take steps to ensure mobile phones are used in a responsible and safe manner.

The purpose of this policy is to ensure that:

1. Mobile phone use does not disrupt the teaching and learning environment for any student or teacher

2. Potential risks to student safety and well-being posed by inappropriate use can be identified and addressed;

3. Students, staff and parents have a clear understanding of school guidelines and personal responsibilities related to the appropriate use of mobile phones.

Guidelines for Acceptable Use of Mobile Phones:

**For Students**

* Students are only permitted to bring a mobile phone to school once the Appropriate Use of Mobile Phones at School Agreement has been co-signed by the parent and student.
* All students are to be made aware of the unacceptable uses of mobile phones to ensure they have a clear understanding of what is and is not appropriate.
* Mobile phones are to be handed to the front office staff on arrival at school and retrieved at 3:00pm. Phones will be kept in a secure location during the school day.
* Students should protect their phone numbers by only giving the number to friends and family to ensure they are receiving communication from people known to them.
* Students must not lend a phone to another student at any time. The student who owns the phone will be held responsible for its use.
* Students are not permitted to bring mobile phones on school excursions and overnight camps. School staff will not be held responsible for the security of phones should this guideline be breached. In instances where students need to contact their parents this will be organised by supervising staff.

**For Staff**

* During teaching time, while on playground duty and during meetings, mobile phones should be switched off or put on ‘silent’.

**For Parents and Community Members**

**•** At all official school functions, during meetings or when assisting in classrooms mobile phones should be switched off or put on ‘silent’.

Unacceptable Use of Mobile Phones

• Unless express permission is granted, students are not to be in the possession of a mobile phone at any time during the school day. Accordingly, mobile phones should not be used to make calls, send SMS messages, access the internet, take photos or use any other application while students are on school grounds.

• Using mobile phones in an inappropriate manner is unacceptable and will not be tolerated.

Inappropriate uses of mobile phones included, but are not limited to:

* Using a mobile phone at a time that will disrupt the learning environment or interfere with the operation of the school:

- Making calls and/or sending messages with the intent to bully, harass or threaten another person;

- Taking photographs of other people without their consent;

- Using obscene, derogatory or socially unacceptable language

- Receiving, downloading and displaying inappropriate photographs or other material.

Consequences of Inappropriate Use of Mobile Phones

Students who engage in inappropriate use of mobile phones will be subject to disciplinary actions in accordance with the school’s discipline code. Some inappropriate uses can constitute criminal behaviour and may be reported to the police.

Students who infringe the guidelines will have their phone confiscated by school staff. The phone will then be stored securely until the student’s parents are informed and arrangements are made for the parents to collect the mobile phone.

Repeated infringements will result in the withdrawal of the agreement to allow the student to bring the mobile phone to school.

Implementation of this Policy

1. Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.

2. The community will be made aware of this policy through the weekly newsletter, at P & C meetings and the policy will be posted on the school’s website.

3. The policy will be made clear to all students and their parents seeking enrolment at Jamberoo Public School.

**Procedures for the organisation and management of school sport and physical activity**

Rationale

All government schools in New South Wales are required to provide students in Years K-10 with a minimum of 150 minutes of planned moderate with some vigorous physical activity across the school week. This time includes planned weekly sport.

Purpose

School-developed guidelines and procedures for the organisation and management of sport and physical activity aim to provide local information about the school to students, staff and community stakeholders. The procedures reflect the ethos of the school and establish a framework and context for sport within the school.

Scope

These guidelines and procedures apply to all students attending Jamberoo Public School, and to all members of the Jamberoo Public School community (teachers, administrators, parents or caregivers, volunteers).

Aims of school sport and physical activity

Jamberoo Public School’s school sport and physical activity program aims to:

* Encourage participation by all students in sporting activities commensurate with their physical, mental, social, emotional and skill development.
* Provide opportunity for playing a wide variety of sports within competitive and recreational environments.
* Develop the capacity to make reasoned decisions about ethical issues in sport that will lead to good player and spectator behaviour.
* Develop skill and fitness specific to particular sports so that all students can experience success through enjoyable participation.
* Develop and apply knowledge and understanding of sport as a significant cultural force in our society; the capabilities and limitations of the human body in the performance of sport; games, tactics, strategies, rules and umpiring; administration and coaching.
* Contribute through participation to the social, cognitive, physical, emotional and aesthetic aspects of the student’s development.
* Develop a lifelong appreciation for physical activity and understand the health benefits these activities provide.

School Sport – Roles and Responsibilities

Jamberoo Public School has a responsibility to ensure that every student is presented with the opportunity to participate in quality sport and physical activity experiences to enhance their learning and development.

At Jamberoo Public School, school sport is supported through a range of organisational details to successfully conduct carnivals and sport programs, often incorporating competitive and non-competitive elements.

Teachers play a major role, often with the support of other members of the school community with relevant qualifications, in the organisation and conduct of the school sport program.

The roles and responsibilities of our school sport program include areas such as participation, competition, safety, community linkages, communication with parents/guardians, costs, professional learning, equipment and behaviour.

Management of the School Sport and Physical Activity Program

Principal:

* Lead the development and implementation of this document. This would include operational logistics, safe conduct procedures, resourcing implications, delivery and evaluation processes. Further information on the development of this procedures document is in the Sport and Physical Activity in Schools Safe Conduct Guidelines.
* Ensure that the school meets the mandatory weekly requirements for student participation in sport and physical activity.
* Ensure the safety conditions for specific activities in the Sport and Physical Activity in Schools Safe Conduct Guidelines are adhered to, whether an activity is taken as part of school sport, physical education, school excursions, or any other occasion where sport and physical activity is planned.
* Review and approve any sport or physical activity that is not specifically covered in the Sport and Physical Activity in Schools Safe Conduct Guidelines.

School Sport Organisers:

* Be responsible for the currency of the policy and oversight of support materials.
* Liaise between school, zone and regional conveners. This includes attending PSSA meetings, checking emails and passing on information to relevant staff; advertising zone events to relevant students and providing them with notes and information to facilitate them to attend where possible/relevant.
* Support staff in any way possible to provide a quality school sport program for the students of Jamberoo.

Staff:

* Prepare and conduct sessions based on sound coaching and teaching principles.
* Encourage participation.
* Cater for varying levels of ability by providing every student with a ‘fair go’
* Provide equal encouragement to all students to allow them to acquire skills and develop confidence
* Ensure the program is available to all students by catering for groups with special needs.
* Set realistic standards and objectives for students.
* Ensure a safe and productive environment.
* Ensure consequences of inappropriate behaviour are clearly understood and communicated through the school welfare/discipline system.
* Act as a good role model of sporting behaviour.

Organisation of Carnivals

Students compete in the annual swimming, athletics and cross-country carnivals.

Sport co-ordinators are responsible for the following tasks:

* Booking carnival for the following year.
* Permission notes – creation and distribution.
* Organising parent helpers.
* Briefing house captains about house meetings.
* Gathering equipment and organising teachers/volunteers.
* Liaising with staff about roles/jobs on the day and before.
* Updating risk assessment.
* Organising team to attend zone carnival

Teachers are responsible for:

* Collecting permission notes from their class.
* Performing allocated tasks on the day.
* General supervision/duty of care/safety/first aid.

Equipment

**Mouthguards are mandatory for the following sports:**

Rugby League Hockey

Rugby Union Australian Football (AFL)

Mouthguards must be worn in the following circumstances:

* All selection trials and games organised for any occasion by the school, the school's sporting zone, regional and/or state school sport association.
* All games or competitions organised by external organisations that are school endorsed activities.
* Training sessions where skills training requires physical contact between participants.

**Shin pads are mandatory for the following sports:**

Soccer Hockey

Shin pads are mandatory and must be worn during organised training sessions and intra and interschool competition including the indoor forms of the game.

Duty of Care

The Department and its staff have a duty to take reasonable care for the safety and welfare of themselves and others. This duty includes assessing and appropriately managing any and all foreseeable risks of an activity.

Child Protection

Staff must comply with the Protecting and Supporting Children and Young People Policy and Procedures while supervising any type of school activity, including those not on school grounds.

Teachers should only use physical contact if the aim is to develop sport skills or techniques, treat or prevent an injury, or to meet the requirements of the sport.

**Code of Conduct for Sport**

Representing Jamberoo Public School in organised or competitive sport at venues outside the school grounds is 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 student representative of Jamberoo Public School, the following behaviours are expected:

* To always be the best I can possibly be, by always giving the greatest effort I can.
* To attend all team training sessions or inform the coach if I am unable to attend.
* To represent my school and myself in a responsible manner travelling to and from the venue, at the playing field and during my involvement in the game.
* Play fairly in a sportsman-like way, encourage all players’ efforts and accept the ruling of the referee/umpire.
* To play as a positive team member in all matches.
* To cooperate with my team members and coach at all times.
* To accept that I am a member of a team/squad and that I may not play in every game.
* To applaud all good play, whether by my team or the opposition.
* To wear the school’s sports uniform, including the school hat.

If a student fails to meet the expectations of the Code of Conduct for Sport, then he/she faces consequences from the school’s discipline code. Including

detention, being placed on Level 1 or Level 2 and/or losing the privilege to represent Jamberoo Public School in future sporting events.

As a parent of a child representing Jamberoo Public School the following behaviours are expected at sporting events:

* Encourage your child to participate in sporting activities.
* Focus on the efforts and achievements rather than the overall result.
* Teach your child that an honest effort is as important as victory.
* Encourage your child to participate according to the rules at all times.
* Applaud good play and performances by all players.
* If you disagree with an official, raise the issue through the appropriate channels, rather than questioning the official’s judgement in public.
* Avoid the use of abusive or derogatory language at all times.