

# Gilgai Public School



# Handbook



## **Gilgai Public School** **'Face the Task'**

### **INTRODUCTION**

This handbook has been produced to give the members of the Gilgai Public School community a better understanding of how the school functions. We look forward to working with you towards the development of your child as an individual in an ever-changing society. May your family's association with Gilgai Public School be a happy and rewarding experience.

### **POSTAL ADDRESS:**

Gilgai Creek,  
GILGAI NSW 2360  
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Website: [www.gilgai-p.schools.nsw.edu.au](http://www.gilgai-p.schools.nsw.edu.au)

Gilgai Public School is part of the NSW Department of Education and Training's New England North Region. The New England North Office is located at:  
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ARMIDALE, 2350  
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### **VISION**

We believe in the provision of quality learning, the worthiness and uniqueness of each individual and the necessity of an enriched, supportive learning environment.

### **MISSION STATEMENT**

At Gilgai Public School we are committed to:

- The individual development of each member of the school community in our ever-changing society.
- Fostering the worthiness and uniqueness of the whole individual; academically, physically, culturally and socially.
- Providing quality teaching and learning programs for lifelong learning.
- Ensuring a safe, secure and happy technology enriched learning environment.

## AIM

“Quality learning in a quality environment facilitated and supported by quality teachers, school community and parents.”

## SCHOOL PROFILE

Gilgai Public School is set in a picturesque country environment, combining rural tranquillity and a modern, technology supported curriculum. Excellent resources, small classes and flexible class groups allow students to progress according to their individual abilities. Our highly qualified and dedicated staff members provide a quality education in a caring environment. Parent involvement is welcomed, and special lunches and morning teas are regular events for children and families.

- Students develop a love of learning and are encouraged to reach their potential, forming a strong foundation to progress to high school and beyond.
- Small groups that support all students to achieve in Literacy and Numeracy.
- Every student participates in stimulating activities, enjoying the individual attention they need to progress in these vital skills.

### **Healthy Bodies - Healthy Minds**

- Whole school daily fitness program incorporating ‘Brain Gym’.
- ‘Good for Kids, Good for Life’, ‘Sip and Crunch’, ‘Asthma Friendly’, ‘Sun Smart School’, ‘Premier Sporting Challenge’ and ‘Swimming School’ programs.
- All students participate in sporting events with students from other small schools and have opportunities to represent at Zone, Region and State levels.
- High ratio of computers to students.
- Smart Boards in every class.
- Highly skilled teachers providing outstanding opportunities for our students.
- Monitored internet access and email, video-conferencing and Smart Board facilities bring the world to our classrooms.

### **Opportunities**

- Extracurricular activities encourage students to enjoy new experiences and discover their own interests and talents.
- Students are encouraged and supported to follow their interests in music, sport, arts and debating.
- Active After School Community Sports Program.

## **At Gilgai Public School we face the task together by being:**

### **Organized**

- Attending school every day
- Being in lines and into class on time
- Staying within playground boundaries
- Looking after our own property and school property

### **Confident**

- Wearing the school uniform with pride
- Following all instructions
- Doing our best at all times

### **Resilient**

- Working and playing fairly
- Bouncing back when things get tough
- Acting responsibly

### **Persistent**

- Giving every activity a try
- Trying for quality with everything we do
- Completing our work

### **Getting along with others**

- Showing respect for other students, teachers, parents and school staff
- Speaking and acting in kind and friendly ways
- Behaving safely, considerately and responsibly

## **ACTIVE AFTER SCHOOL SPORT**

This is a sports program for children from Kindergarten – Yr 6, two afternoons per week (Monday and Wednesday) for seven weeks during each term. The program runs from 3:15 pm to 4:30 pm and is designed to encourage students to be active by participating in a variety of enjoyable sporting experiences. Please contact the school for more details.

## **ASSEMBLIES**

Students assemble at 3:00pm each school day. Whole school assemblies (K-6) are held every Monday afternoon in the school hall. Class Awards are given to students who have shown excellence or improvement in using the 5 Keys to Success, students have community singing and the principal gives a talk to the students as part of the weekly program. The SRC students are involved in leading the assemblies. Formal Assemblies are held throughout the year, notice to school families is given through the school newsletter.

## ATTENDANCE

### **Why must I send my child to school?**

The NSW legislation, which takes effect from January 2010, requires students to complete school to Year 10 and then to continue in either education or training, full-time paid employment or a combination of education/training and employment until at least age 17. It is the responsibility of parents or caregivers to make sure that their children attend school every day.

### **Must I send my child to school every day?**

**YES** unless....

- Your child is too sick to go to school.
- Your child has been injured.
- Your child has to go to a special religious ceremony.
- Your child has an infectious illness (e.g. chicken pox, mumps or measles).
- There is a serious and/or urgent family situation, which requires their involvement.

### **Must my child attend sport?**

**YES...**

Sport and other exercise help the healthy physical development of children. Sport is part of normal school activity, which students must attend.

### **Why is regular attendance at school important?**

Attending school every day makes learning easier for your child and helps build and maintain friendships with other children. If students miss the social and learning skills in the early years of school, they may have problems later on. Regular attendance at school will help your child to succeed in later life. Unsatisfactory school attendance may lead to Court action.

### **PLEASE DO NOT KEEP YOUR CHILD AWAY FROM SCHOOL FOR:**

- Birthdays
- Pension day
- Minding other children
- Haircuts

Try to make appointments with dentists/doctors for your child before or after school.

### **What should I do if my child has to stay away from school?**

It is important to let the school know when your child will be away and the reason for your child's absence. Parents/caregivers are required to provide an explanation for each absence within 7 days of the absence.

### **How does the school know if my child is absent?**

Class rolls are marked each morning for each day of school. Children arriving after 9.45 am will be marked as absent for part of the morning. The school is required to follow up unexplained or persistent absences. This can mean a phone call or note home. In serious cases, the Home School Liaison Officer may become involved.

### **What should I do if our family is going on holiday in school time?**

Families should try to arrange holidays in school vacations. If you can only arrange your family holiday during school time, you should inform the school principal in advance and complete a 'Request for Exemption' form to obtain a 'Certificate of Exemption' for the period of your holiday.

### **My child will not go to school. What should I do?**

You should contact the Principal as soon as possible to discuss the problem and ask for help. The Principal may ask a Home School Liaison Officer to contact you to discuss the issues.

### **Who are Home School Liaison officers?**

Home School Liaison Officers are teachers who have been specifically trained to help you with your child's school attendance. They work with schools to encourage all students to attend school regularly. For further information about your nearest Home School Liaison Officers contact the local DET office on 02 67764100.

Regular attendance is very important. The Home School Liaison Officer can suggest ways a child's attendance at school can improve and arrange support that will make it easier for the child to attend. Problems may include:

- A child who refuses to go to school
- A child who misses a lot of school because of other problems at home
- A child who truant from school
- A child who is always late to school

### **Procedures for Children who Arrive at School Late**

Students, who arrive at school after 9:45 am, need to report to their teacher. The teacher will record the student's names in the roll along with the time of arrival and the reason for being late.

### **Procedures for Children who are required to Leave School early on any School Day**

Once a child is at school, the Principal may approve the child leaving school early or leaving school for a period of the day for a number of reasons. Your co-operation is sought in following the procedures.

1. Where you know that your child needs to leave school early before they come to school:

- Send a note to the class teacher identifying when your child needs to leave school and whether or not they will be returning that day.
- Give the reason for your child leaving.
- For safety reasons, identify who will pick your child up.

2. When you do not know that your child needs to leave school early prior to them coming to school:

- Go straight to the front office when you come to the school
- If telephoning, identify who will pick your child up.

**NB.** If someone else is to pick your child up they should have your written authority to do this. In an emergency, this approval can be given by phone.

### **Changes to Normal Arrangements for Children at the Conclusion of the School Day**

If there is any change to normal arrangements for children leaving school at the end of the school day, please notify the class teacher in writing or phone the office before 2.30pm.

### **AWARDS**

Achievements are recognised through our award scheme. These awards are given out at assemblies each week and published in the weekly school newsletter.

### **BELL TIMES**

9.15 am - School Starts  
11.15 am -Recess  
11.40 am -Class time  
1:05 pm - Lunch  
1.45 pm - Class time  
3:15 pm - School Finishes

### **BOOK CLUB**

Scholastic Book Club catalogues are sent home each month. Families may order from a selection of reasonably priced books for their children.

### **BUS TRAVEL**

Free bus travel, where an approved bus run exists is available to all children living outside the 1.6 km boundary and all infants students. Where there is no bus run available, a private car subsidy is available – please contact the school office for more information. Student Transport Forms for bus travel are available at the school office and must be returned after completion.

## CALENDAR

A calendar of school events is available on the school website and in the school newsletter.

## CHILD PROTECTION

The aim of Child Protection education in primary schools is to assist students in:

- developing skills in recognising and responding to unsafe situations
- seeking assistance effectively
- establishing and maintaining relationships
- strengthening attitudes and values related to equality, respect and responsibility.

The program is positive and preventative – designed to assist children to appreciate normal relationships and identify possible assault situations. If you wish to know more about the Child Protection Program, please contact your child's teacher.

## CLASSROOM ASSISTANCE

During the year many parents provide valuable assistance to teachers by helping in the classroom. Parents are encouraged to talk to the teacher about how they can assist in the classroom. Parents are required to complete a "Child Protection Declaration", sign in on arrival (booklet is in the front foyer) and observe the Volunteers Policy. All parent helpers must be under the direct supervision of a teacher.

Parents transporting students must complete a Prohibited Employment Declaration and office staff must sight a current driver's licence, car registration, comprehensive insurance and child restraints compliant with the new RTA laws on each occasion they transport students (other than their own children).

## COMMUNICATION WITH PARENTS

The newsletter is published weekly on Tuesdays and is sent home with the oldest student in your family attending this school. The school communicates with parents mainly through the newsletter and individual letters sent home with students. Please regularly check with your child about these communications. Permission notes that need to be returned are printed on yellow paper; it would be appreciated if the required section is returned as soon as possible and by the due date.

School Office hours are from 8.30 am to 3.30 pm.

## COMPUTER EDUCATION

Gilgai Public School is well equipped with computers in each classroom. Children have access to monitored internet usage, intranet access and email services in the classrooms. Each classroom is equipped with an Interactive Whiteboard, document camera, printer and stage appropriate educational software. The school also has video conferencing facilities to support connected classrooms and professional development.



## CURRICULUM – WHAT CHILDREN LEARN

In NSW primary schools, teaching and learning programs and the assessing and reporting of student achievement relate directly to the learning outcomes and curriculum content of NSW syllabuses in six key learning areas (KLAs). K – 6 syllabuses can be accessed at the Board of Studies website <http://www.boardofstudies.nsw.edu.au/>

Within the framework of KLA syllabus and policies, teachers design learning experiences to meet the needs of individual students to help them achieve their potential. The areas of learning for students in Kindergarten to Year 6 are:

**English** - students learn about, and learn to use written language. The school provides early intervention for children needing individual support.

**Mathematics** - students develop the ability to investigate and solve non-routine problems. Mathematics is organized into six strands – five content strands, Number, Patterns and Algebra, Data, Measurement, and Space and Geometry, and one overlying process strand, Working Mathematically, which includes reasoning, questioning, applying strategies, communicating and reflecting.

**Science and Technology** - students learn about natural and artificial environments.

**Human Society and Its Environment (HSIE)** - this area deals with peoples' interactions with one another and with their social, cultural and physical environments. HSIE incorporates gender, Aboriginal, citizenship, multicultural, environmental, work and global perspectives, studies of Asia and Languages other than English (LOTE). It recognizes the importance of concepts that support the reconciliation between Aboriginal and non-Aboriginal Australians.

**Personal Development, Health and Physical Education (PDHPE)** - aims to develop knowledge and understanding, skills, values and attitudes that will help students to adopt active, healthy and fulfilling lifestyles.

All students are involved in Sport, this occurs on Friday mornings. Lessons cover fitness, games skills, minor games and traditional games. The students in Stages 2 and 3 are able to represent the school, district, region and state in Swimming, Cross Country and Athletics.

**Creative Arts** - students explore and experience different art forms including Dance, Drama, Music and Visual Arts. The Board of Studies develops a syllabus for each of the learning areas.

## CUSTODY AND ACCESS

The school should be advised in writing of any special or unusual custody or access arrangements. If a divorce or separation has occurred or court orders control parental access, this information needs to be passed on to the school and a copy of such orders is kept on file. This information will be treated with strict confidence.

## EMERGENCY INFORMATION

It is of great importance that the school is able to contact parents in school hours in the event of an emergency. Any change in telephone numbers or relevant information during the school year should be notified immediately to the school office.

## ENROLMENT PROCEDURES

Children are entitled to enrol at Gilgai Public School if their home is within the designated intake areas as defined by the Department of Education and Training. Parents/carers may seek to enrol their child even though their home is not within the designated intake areas. No parent / caregiver will be discriminated against enrolling their children on the grounds of their sex, age, race, religion, ethnicity, disability or marital status. Documentary evidence of date of birth, proof of address and immunisation is required. Please advise office staff as soon as possible if you are intending to transfer your child to another school in NSW or interstate. Kindergarten children who are five years old prior to 31 July may be enrolled at the beginning of that school year. Each year, a comprehensive Kindergarten Transition and Orientation program is delivered giving children and parents the opportunity to make strong links with the school prior to children starting school.

## EXCURSIONS AND CULTURAL VISITS

Excursions (out of school experiences) and cultural visits are a part of the school's educational programs and support current classroom programs. Overnight excursions occur in Years 3 to 6. All students are expected to participate in excursions, as they are part of the normal school program. Excursion costs are reasonable and no child is excluded on financial grounds. No child is allowed to attend an excursion without returning a signed consent note, which is sent home with details of the excursion. Any families experiencing financial hardship are invited to contact the Principal for an interview. Prepayments and instalments are accepted when paying off major excursion and all parents are urged to take advantage of this.

## GIFTED AND TALENTED PROGRAMS

Programs in physical education, sport, choir, mathematics, public speaking and music are provided for those with talents in these areas. The school participates in a range of cultural festivals, which also give children opportunities to foster their talents and to develop confidence to perform in public.

## HOMEWORK POLICY

Homework at Gilgai Public School is considered important to develop regular work habits. It is relevant to classroom work and provides valuable practice and reinforcement of basic skills. All homework is marked and followed up by the teacher. Homework is a home-school partnership in the teaching/learning process, with the child being responsible for his/her own work while parents provide support and encouragement.

## LEARNING SUPPORT STAFF

### **School Counsellor**

The School Counsellor is appointed to help parents, teachers and students with special needs, including:

- Individual educational and psychological assessment
- Supporting learning programs
- Recommendation of support programs for students with special needs or disabilities
- Referral to other professionals in the community

The School Counsellor is at Gilgai Public School 1 day per 3 weeks and can be contacted via the Principal.

It is the policy of the NSW Government that children with disabilities should be able to live and to be educated in their own community. Students with disabilities can receive extra educational support in their daily activities. An individualised education program is devised and reflects practices, routines and activities in the regular classroom. The class teacher and a teaching assistant implement the Individual Learning Plan. The Learning Support Team monitors children requiring this assistance. Discussions are also held with the School Counsellor and parents to achieve the most worthwhile outcomes for the child.

### **Special Itinerant Support Teachers**

Special Itinerant Support Teachers support children with special needs in hearing, vision and behaviour.

## LIBRARY

Our library is the focal point of the school and plays an important role. With many items including books, audiovisual items and an excellent reference section, the library provides material to satisfy educational needs and recreational interests. All students from Kindergarten to Year 6 have access to the library for borrowing.

Children borrow directly from the library and large selections of books are also distributed by the library to the classroom to provide additional reading materials and to supplement classroom themes. Students require a library bag for borrowing.

## LOST PROPERTY

Please mark your child's name on all of their belongings clearly with a permanent marker. Lost property can be collected from the box in the First Aid Room. Items which are clearly marked are returned to the owners.

## MEDICATION AT SCHOOL

If there is a need for your child to take medication at school, the following procedures need to be adhered to:

- The required dosage should be brought in by the parent (with the necessary documentation signed) to the school office first thing in the morning. (It is locked away for safety reasons).
- Medication needs to be in the original package and LABELLED clearly with child's name and dosage.

**NOTE:** Children with complaints requiring medication for tonsillitis, ear and eye infections, and bad headaches should remain at home.

## MONEY COLLECTION

All money collected at school for excursions, visiting shows, purchases and donations should be forwarded in a sealed envelope to the office. The child's name, class and purpose of the payment should be written on the outside. Where possible, if a student is unable to attend an excursion due to sickness or misadventure, a refund may be given for any entry fees applicable.

## NAPLAN (NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY)

Students in Years 3 and 5 undertake the NAPLAN Tests in Literacy, Numeracy and Writing in May of each year. Individual results are supplied to all parents. Overall results are also reported in the Annual School Report.

## NEWSLETTER

The Gilgai Public School newsletter is distributed to the oldest family member weekly every Tuesday. Parents are encouraged to read it carefully, as each issue contains information that allows parents to keep up to date with school management, student achievements, P&C news and educational issues. The current newsletter can also be viewed on the school website.

## P & C ASSOCIATION

The P & C Association meets at 7.00pm on the first Tuesday of each month and encourages the participation of parents in school activities. The great benefit of the P & C Association is that it represents the attitudes and needs of the parents and the school community. All parents are welcome to be members of the P & C.

At this school, the P & C is responsible for:

- Promoting the interest of our students and school
- Providing funds to purchase teaching aids and resource material
- Organising and conducting fundraising events.
- Providing a platform for discussions on educational matters, school policy and general matters relating to the school

## PARENT CONDUCT

Parents are reminded that smoking is prohibited within the grounds of all NSW Public Schools at all times. It is also important that parents act in a safe and responsible manner, showing consideration to all members of the school community.

## PARENT INTERVIEWS

If you require an interview with a teacher during the year, please contact the teacher or phone the school office to organise an appointment.

## PARKING

Parents are requested to observe traffic and parking regulations. Parents can drop off and collect students from the top car park. Please reverse park in and use the safety fence to enter and exit the school. **The safety of all students is a high priority!**

## PHOTOGRAPHS

Professional photographers take class groups, individual photographs, and family photos annually. Parents may purchase these photos by filling out the photographer's envelope, which is sent home approximately 2 weeks before the photos are taken, and return to school with the correct money prior to photo day. You will hear more about this through the weekly newsletter. From time to time, photographs of students are included in newsletters, school website or class activities. Parents can give consent to such use when enrolling.

## PLAYGROUND ORGANISATION

**ARRIVAL** - On arrival to school, all students take their school bags directly to their classroom and then proceed to the playground. Teachers are on duty from 8.45 am at which time students are able to play in the playground. Students without hats are required to play in the shade.

**RECESS** - Students sit and eat before playing in the designated areas. Ball games are permitted on the field during recess.

**LUNCH** - All students are required to sit in designated areas to eat lunch. On directions of the duty teacher, children are permitted to play in the playground areas. Ball games are permitted.

**AFTER SCHOOL** - All students leave their classrooms and proceed to bus lines or collection at the top gate of the school by parents or caregivers. Bike riders are to walk their bikes off school premises before riding home. Parents are asked to park in the top car park when dropping off or collecting children. **Please park safely in a considerate and legal manner.**

## REPORTS TO PARENTS AND PARENT/TEACHER CONFERENCES

Student progress and achievement is communicated to parents in the form of written reports each semester. These reports cover academic performance and personal development.

Parent/teacher conferences are held after Semester 1 Reports are distributed, but parent/teacher interviews may be requested at any time. Ongoing assessment is made on the progress of all children within the class and within their stage.

## SCHOOL UNIFORM

The Department of Education and Training supports the wearing of school uniforms by students. At Gilgai Public School the wearing of school uniform is compulsory; this policy has been decided by the vote of the parents. It is the parents' responsibility to ensure that their children are dressed in the appropriate school uniform and that all items of clothing are labelled. Consistent non-conformity to the wearing of the school uniform will result in parents being notified of:

- The school requirements.
- How the school can assist (if the need arises).

Full school uniform is to be worn on excursions unless specifically stated in a note to parents.

The P&C will be responsible for the Uniform Shop.

### **GIRLS SUMMER UNIFORM**

Short sleeved GPS blue polo, blue shorts, navy socks, and black shoes, navy bucket hat, navy fleece zip jacket

### **GIRLS WINTER UNIFORM**

Long sleeved GPS blue polo, blue shorts, navy socks, and black shoes, navy bucket hat, navy fleece zip jacket or all weather coat

### **BOYS SUMMER UNIFORM**

Short sleeved GPS blue polo, blue shorts, navy socks, and black shoes, navy bucket hat, navy fleece zip jacket.

### **BOYS WINTER UNIFORM**

Long sleeved GPS blue polo, blue shorts, navy socks, and black shoes, navy bucket hat, navy fleece zip jacket or all weather coat.

These are available for purchase at the school.



## SCRIPTURE

We are very grateful for the time our volunteer Scripture teachers give Gilgai Public School. We hold Protestant and Catholic classes each Monday for 30 minutes.

## SECURITY

Unauthorised people are not permitted in the school grounds. All parents and community members are asked to protect our school by reporting suspicious unauthorised activities to the Inverell Police.

## SICK OR INJURED STUDENTS

The school policy is that every effort will be made to contact parents when a student is hurt or become sick. Please inform the school immediately of any change in emergency contact numbers. Failing this, we will keep the student under observation and/or seek medical attention if necessary. If your child is sick before school please make arrangements to keep your child at home until he/she is feeling well. Children should not be sent to school with a pre-existing illness or injury requiring further attention. Other children may also become infected if children come to school sick and spread germs.

The school has Ambulance Cover in the case of medical emergencies. Parents will be contacted and arrangements will be made in the best interest of the student. All staff members have their First Aid Certificate and are trained in CPR.

## SIP n' CRUNCH

Parents are reminded to send a piece of fruit each day for the morning fruit break. A small supply of fruit is available for 50 cents. This is part of the school program for all students. Sipping water is provided in all classes.

## SPECIAL EVENTS

The school highlights special events each year involving our students.

These include -

Anzac Day, Book Week, Education Week, Grandparents Day, Sports Days, Swimming, Cross Country and Athletics Carnivals, Year 6 Farewell, K-6 Disco, Eisteddfod, Presentation Day Assemblies and Harmony Day. These activities are celebrated by involving students, parents and the community. Advance notice is given in newsletters.

## STUDENT BANKING

The Department of Education and Training allows the Commonwealth Bank to conduct regular savings at the school. Gilgai Public School Banking Day is Monday. For more information please contact the school.

## STUDENT REQUIREMENTS

Each student will need to have:

- A school bag – with the student's name on it.
- A bucket hat – provided by the school.
- Lunch box and drink bottle – with students name on it.
- A library bag

**All stationary needs are supplied by the school. Please label ALL items your child brings to school.**

## STUDENT MANAGEMENT

The Student Management Policy aims to create a school environment which is secure, safe and happy, where students are able to learn without distraction or interference. Students understand there are logical consequences for their behaviour. Major emphasis is placed on encouraging positive behaviour.

- Students who show commitment to academic progress, citizenship, sport, artistic or cultural activities, are awarded Merit Certificates. Student Management procedures adopted, encourage self-control and the implementation of the Gilgai Public School Code of Conduct.
- A consistent, firm and thorough approach is taken to negative student behaviour. This school-wide approach operates within a framework of choices and logical consequences. The Behaviour Intervention Plan (BIP) is a clear, concise indication of consequences for infringements. (See Appendix 1)

## STUDENT WELFARE

Student welfare is everyone's concern. It covers the whole curriculum and all school activities. A comprehensive policy is maintained and reviewed continually, and relates to such programs as:

- Child Protection
- Ceremonies and Awards
- School Rules
- Supervision of students
- Emergency evacuations
- Discipline and safety
- Sun-smart Policy
- Anti-bullying Program
- Learning Support Program





## SUNSMART POLICY

The Sun-Smart Policy is designed to ensure all students and staff are protected from skin damage caused by harmful ultraviolet radiation from the Sun. A program of skin cancer prevention is taught as part of the School's Health Curriculum. The Sun-Smart Policy requires children to wear a bucket hat during outdoor activities **throughout the year**. There exists a **'No Hat – Play in the Shade'** agreement. Students eat lunch in the shade, line up in the shade, attend assemblies held inside and have access to seats in the shade. Children do not play outside sport without a hat.

## SWIMMING SCHOOL

The school conducts Swimming School in Term 4 each year for all students at a reasonable cost. Students attend Inverell Pool daily for two weeks and are taught by trained swimming instructors.

## Appendix 1

### Gilgai Public School BIP

All students at Gilgai Public School will be respectful, co-operative and safe. The school rules are to be followed by ALL students, without exception. The Behaviour Intervention Plan assists students to correct their behaviour and be a positive member of our learning community.

1. Students will be given a **rule reminder** to fix their behaviour.
2. If the behaviour is not fixed,  
the student will be given a **warning** to fix their behaviour,
3. If the behaviour is not fixed,  
the student will be given a **consequence** for not fixing their behaviour. (Sit out from the playground or classroom and a purple sheet record to inform parents will be sent home - 3 sheets will require a parent interview)
4. If the student's behaviour does not improve and they do not comply with a consequence,  
a **parent intervention** will take place. (Parents will be required to collect student from school)
5. If the school cannot contact the parent or carer,  
the student will be given an '**in school suspension**'.
6. Extreme violent, aggressive or abusive behaviour towards other students or teachers will result in an **immediate short suspension**. Attempts will be made to contact the parents, if they are uncontactable and the student is a danger to themselves or others or damaging school property, the police will be called to deal with the incident to ensure the safety of all school members.
7. Continued violation of the school rules will result in a **long suspension**.

#### **Parents are responsible for their children's behaviour.**

Parents will be notified of all **behaviour incidents** that have required a purple sheet. The school will keep a record of notes sent home. Improvement in student's behaviour occurs when parents and school staff support the student to use safe, positive behaviour strategies.