



**ST JOSEPH'S**  
PRIMARY SCHOOL **WOODBURN**

# Behaviour Management Policy

Date Ratified	Review Date
2016	2021

# School Community Behaviour Code

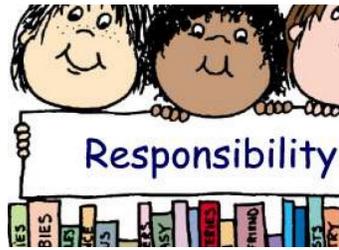
PBS stands for Positive Behaviour Support. The aim of PBS is to use: common language, common practices, and consistent application of positive and negative reinforcement.

PBS is a way of collecting data about behaviour throughout the school. This enables us to support students who are having major behaviour problems, keep all students safe and keep track of any areas in the school where unsafe behaviour may be occurring.

## Our four school rules



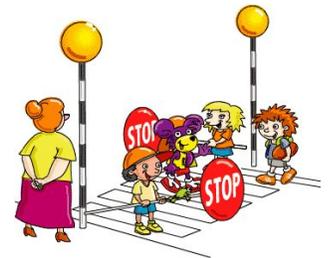
RESPECT



SELF-RESPONSIBILITY



EFFORT



SAFETY

## Mascot

'Glossy' the Rainbow Lorikeet is our school mascot. He inspires us to soar and do our best. Rainbow Lorikeets flock together so we can be reminded that we are like one at St Joseph's and we need to work together as a team to achieve our potential as the great learners we can be.

## **SCHOOL COMMUNITY BEHAVIOUR CODE**

At St Joseph's we value the following baseline behaviours for all members of the school community.

### **a) SAFETY**

School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

Safety is exhibited in such conduct as:

- Following teacher instructions
- Using equipment correctly
- Observing rules and procedures
- Controlling one's temper

### **b) EFFORT**

School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfill their role in promoting this process to the best of their ability.

Effort is exhibited in such conduct as:

- Attempting to complete set tasks
- Being punctual
- Being prepared
- Involving one's self in all school activities

### c) **RESPECT**

School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of each person. Such courtesy will be reflected in both action and communication.

Respect is exhibited in such conduct as:

- Speaking politely to others
- Listening politely
- Using equipment carefully
- Following instructions

### d) **SELF-RESPONSIBILITY**

School community members will endeavour to always make appropriate behaviour choices relative to the social context and accept the consequences of their actions.

Self-responsibility is exhibited in such conduct as:

- Working independently
- Completing tasks and jobs
- Accepting advice and guidance in the right spirit
- Owning successes and admitting mistakes

## **PARENT RESPONSIBILITIES**

As partners with the school in the child's education parents have a vital role to play in supporting their child's behaviour and development of self-discipline. Some practical ways of doing this are:

- to be familiar with and support St Joseph's Positive Behaviour Support
- to model appropriate language, responses and actions at all times
- to show respect for all members of the school community by how we act towards and speak about each other
- to maintain confidentiality in their role as parent helpers and support personnel within the school community
- to inform the school of current home, work and emergency contact telephone numbers
- to inform the school of child's health problems or changed family circumstances
- to use designated pick up and drop off areas
- to communicate concerns with staff as soon as possible.

## **STAFF RESPONSIBILITIES**

All staff have a crucial role in implementing the school's expectations for behaviour both in the classroom and around the school. Their responsibilities include:

- to treat all members of the school community in a courteous and professional manner
- to make all members of the community feel welcome and value their contributions to the school
- to treat all students and members of the school community fairly and with respect
- to provide a safe and well-planned learning environment
- to encourage everyone in the school community to be proactive in keeping the school and its environs safe and clean
- to maintain and strengthen a positive school culture
- to follow the policies and procedures of the school as outlined in the Positive bEhaviour Support Plan.
- to be familiar with and support the school's Behaviour Management Plan
- to maximise social and academic learning outcomes through appropriate classroom practices
- to establish and maintain open and positive lines of communication between the school and the community
- to report academic and problems concerning behaviour or performance to parents
- to give parents adequate prior notice of school events, assignments, class projects or changes to routines.

## **RIGHTS AND RESPONSIBILITIES OF CHILDREN AT ST JOSEPH'S**

Every child has a right:

- to courtesy and respect from all members of the school community and visitors to the school
- to learn and socialise without disruption from others
- to have a positive, comfortable and safe learning environment
- to have a sense of ownership and empowerment of their learning
- to experience success
- to realize his/her academic potential
- to have his/her individual spiritual, academic, social, emotional and physical needs met
- to have a sense of belonging and being valued
- to be accepted as an individual
- to freedom from physical and verbal abuse
- to be given the opportunity to be involved in school decision making through regular contact with student groups

Every child has a responsibility:

- to develop self control and responsibility.
- to be accountable for his/her own behaviour and accept the consequences of that behaviour
- to respect and protect the rights of others in the school community
- to co-operate with all members of the school community
- to care for the school community
- to adhere to safety rules by avoiding unhealthy or dangerous practices
- to participate fully in all classroom and school experiences so as to maximize their learning
- demonstrate behaviour that will reflect positively on St Joseph's School, his/her family and community

## **Recording Behaviour**

Each staff member carries an ipad on duty with them. When a student displays negative behaviour, this is recorded on our PBS Google form.

### **Minor Behaviour** in classroom or on playground

- Record on PBS form (on ipad)
- There is no consequence needed. This data will be recorded in case future patterns emerge.

### **Major Behaviour** in classroom or on playground

- Record on PBS form (on ipad)
- Student is informed that they will be on LTO (Long Time Out) the following lunch time.
- Student's name is recorded on the mini whiteboard inside staffroom door.
- If the student has displayed dangerous / unsafe behaviour, they will be removed from the playground immediately as well as have a long time out.

### **Long Time-Out**

- Student eats their lunch. At the beginning of play, they sit on the bench outside the staffroom.
- LTO teacher will collect them from there and take them to meeting room.
- Student completes LTO form. If they finish early, they complete a reflection form.
- LTO teacher enters information into SchoolWorx.

**Positive behaviour** is recorded on a different Google form. This is also on the ipad.

### **Weekly Awards**

Our PBS awards take the place of our merit awards. We still have a student of the week but instead of 2 merit awards, we have 2 PBS awards.

# Responsibilities

## Staff

- Teach behaviour expectations and social skills with integrity.
- Encourage positive behaviour.
- Display the PBS Matrix of Behaviour in classrooms and refer to it when teaching the expected behaviour in a positive manner.
- Complete PBS Google form for all major and minor behaviour and record students on long time out on mini whiteboard inside staffroom door.

## Student

- Follow classroom and school rules.
- Treat others with understanding, respect, courtesy, honesty and trust.
- Help in making sure that the school is a safe place to be.
- Interact in a positive manner with parents, visitors and the community.

## Behaviour Matrix - Expected Behaviours

The school's Behaviour Matrix is the central framework for the teaching of expected behaviours in all school settings. These behaviours are taught explicitly and repeatedly.

	 All settings <b>ST JOSEPH'S</b>	 Classroom	 Toilets	 Eating Area	 Play area	 Library	 Assembly Church	 Bus	 Community
 Respect	Use appropriate voice level Use polite words Follow the instructions of adults	Use appropriate voice level Use polite words Follow the instructions of adults	Keep in clean Aim carefully Respect other people's privacy Make correct use of toilet paper Wash and answer	Make it in a clean area Be tidy	Include others Ask to join in Use other equipment & use correctly Share resources Be tidy	Expect the quiet zone Look after furniture Respect formations They conduct themselves	Goodness Use appropriate voice Respect formations They conduct themselves	Be tidy to yourself Be tidy to others	Use good manners Respect St Joseph's staff Be tidy to staff Be tidy to others
 Self	Use good manners Supporting others Respect others Listen to and respect others Accept responsibility for your own actions	Use good manners Respect others Respect other people's privacy Be tidy	Respect other people's privacy Respect other people's privacy Respect other people's privacy Keep in clean	Respect other people's privacy Put your rubbish in the bin	Respect other people's privacy Put your rubbish in the bin Respect other people's privacy Follow the football rules	Respect other people's privacy Take library objects and keep Take good care of books	Listen Listen	Be in time Take your belongings with you Be in the right place Be in time and in proper place	Listen to adults Follow expectations Be in time and in proper place
 Others	Be prepared Keep off other people's things	Be prepared Keep off other people's things Keep off other people's things	Use the toilet only when you need to Use the toilet in a timely fashion Use the toilet in a timely fashion	Keep off other people's things Use the toilet in a timely fashion	Be tidy Respect other people's privacy Respect other people's privacy	Put books back where they belong Join in messages	Join in messages Join in messages	Be in time Be in time Be in time	Be a good role model
 Safety	Keep hands & feet to yourself Use walking feet	Be courteous to adults & students Keep hands & feet to yourself Use walking feet	Wash hands with soap & water Follow the hand rules for hygiene	Use all equipment in the right way Keep in approved areas	Walk Push in chairs	Keep hands & feet to yourself Use furniture properly	Sit down Walk quietly Stay in my seat Keep things in my seat	Keep hands & feet to yourself Use walking feet	

This is the full matrix.

It shows each area of the school across the top. The four school rules are on the left hand side.

The other boxes show the expected behaviour for each area of the school, linked to the appropriate school rule.



# Play Areas



<p><b>Respect</b> </p> <p>Include others Aim to enjoy your game Be fair Look after equipment &amp; use correctly Show respect to wildlife</p>	<p><b>Self Responsibility</b> </p> <p>Report any problems to appropriate adults Be a problem solver for yourself and others Respond to bell Return equipment Follow the handball rules</p>
<p><b>Effort</b> </p> <p>Help keep the playground neat &amp; clean Respond appropriately to the teachers whistles/signals</p>	<p><b>Safety</b> </p> <p>Use all equipment correctly Stay in approved areas</p>

There is a large matrix for each area of the school.

The expected behaviour is listed under the appropriate school rule.

	All settings	Classroom	Toilets	Eating Area	Play areas	Library	Assembly & Church	Bus	Community
 <b>Respect</b> 	 Use appropriate voice level Use polite words Follow the instructions of adults	 Use appropriate voice level Use polite words Follow the instructions of adults	 Keep it clean Aim carefully Respect other people's privacy Make correct use of toilet paper, soap and water	 Make it a pleasant place to be Respond quickly to teacher Respect other's food choices	 Include others Aim to enjoy your game Be fair Look after equipment & use correctly Show respect to wildlife	 Respect the quiet zone Look after furniture	 Gemfect Use appropriate voice Respect furnishings Tidy uniform Be prayerful	 Hands to yourself Inside voice Respect for all travellers and driver Be positive when someone sits beside me	 Use good manners Represent St Joseph's with pride in actions, word and uniform
<b>Self Responsibility</b> 	Use good manners Report any problems to appropriate adults Be an active learner Listen to and respect other's point of view Accept responsibility for your own actions	Use good manners Report any problems to appropriate adults Be a learner	Report any problems to appropriate adults Flush after every use Keep it clean	Eat only your own food Put your rubbish in the bin	Report any problems to appropriate adults Be a problem solver for yourself and others Respond to bell Return equipment Follow the handball rules	Return books on time Leave library clean and neat Take good care of books	Listen Be on time Take your belongings with you Be in the right place	Listen to adults in charge Follow directions promptly Be on time and in proper place	
<b>Effort</b> 	Be prepared Keep all areas neat & clean	Arrive at class on time Be prepared Keep all areas neat & clean Do your best at all times	Use the toilet only when you need it Use the toilet in a timely fashion Use the toilet at recess & lunch	Keep all areas neat & clean	Help keep the playground neat & clean Respond appropriately to the teachers whistles/signals	Put books back where they belong	Join in singing Join in responses	Help keep the bus area & bus neat and clean	Be a good role model
<b>Safety</b> 	Keep hands & feet to yourself Use walking feet	Be courteous to adults & students Keep hands & feet to yourself Use walking feet	Wash hands with soap & water	Follow the food rules for allergies	Use all equipment correctly Stay in approved areas	Walk Push in chairs	Keep hands & feet to yourself Use furniture properly	Sit down Walk safely Stay in my seat Keep body inside bus	Keep hands & feet to yourself Use walking feet