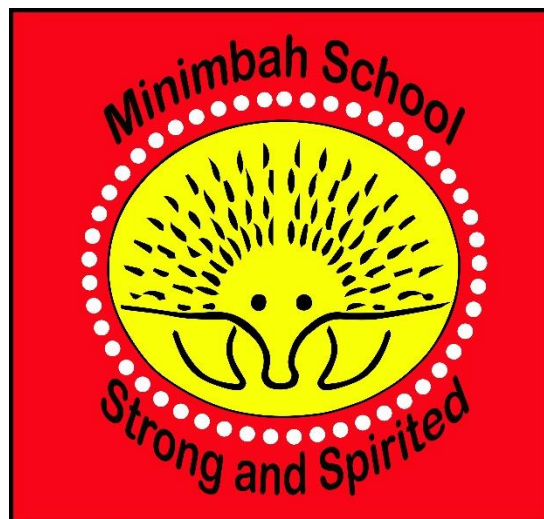


MINIMBAH PRIMARY SCHOOL

BEHAVIOUR SUPPORT

POLICY

(This document includes Discipline, Anti-Bullying and Behaviour Management)



First Draft: November 2016
Revised: March 2017
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BEHAVIOUR SUPPORT POLICY

School Mission Statement

Minimbah Primary School endeavours to create a school environment in which students are safe, secure and feel cared for. Student wellbeing is a priority for all staff and within all school programs. The school values are based on consideration towards every member of our school community and reflect our core values of **Kindness, Identity, Knowing and Confidence**.

All students at Minimbah Primary School have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this it is necessary to maintain high standards of discipline.

- To promote the safety and welfare of our students
- To ensure high standards of conduct
- To ensure that all students are aware of the standards expected
- To ensure that the conduct of a student does not adversely affect others
- To help create a working environment in which all students are responsible for their actions and can thrive
- To ensure that every student is given fair treatment
- To encourage students to understand how their actions impact upon others and as a result to behave towards others with understanding, kindness, politeness and respect
- Clear procedures for acknowledging student achievement and citizenship.

Procedural Fairness

Minimbah Primary School policies relating to the discipline of students are based on procedural fairness. Minimbah's procedurally fair processes are described elsewhere in this document.

It is a legal requirement that policies relating to the discipline of students be based on procedural fairness. It is the responsibility of the school to determine incidents that may require disciplinary action and the nature of any penalties that may apply. Procedural fairness is a basic right of all when dealing with authorities. Procedural Fairness has two elements. These are the "hearing rule" and the 'right to be heard'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- Know the process by which the matter will be considered

- Respond to the allegations
- Know how to seek a review of the decision made in response to the allegations.

The “right to an unbiased decision” includes the right to:

- Impartiality in an investigation and decision-making
- An absence of bias by a decision maker.

Procedural fairness includes making available to students and parents or caregivers the policies and procedures under which disciplinary action is taken. It also includes providing details of an allegation relating to a specific matter or incident. This will usually involve providing an outline of the allegations made in witness statements and consideration of witness protection.

As part of ensuring the right to be heard, we have established need for parents/caregivers to be provided with interpreter services and, if required, make arrangements for such services to be available. While it is generally preferable that different people carry out the investigation and decision-making, in the school setting this may not always be possible. If the principal is conducting both the investigative and decision-making stages, he or she must be reasonable and objective. To be procedurally fair, the Principal must act justly and be seen to act justly.

In matters where a long suspension, expulsion or exclusion is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness. This includes the offer of having a support person/observer attend informal interviews. The key points of the interview/discussion should be recorded in writing. (See definitions on page 6)

The Education Reform Amendment (Corporal Punishment) Act 1995 has abolished corporal punishment in all NSW schools. Corporal punishment of a student means the application of physical force in order to punish or correct the student.

Policy Statement

Minimbah Primary School’s management of inappropriate behaviour is determined by the intensity, frequency and duration of the behaviour, within the learning context.

No form of corporal punishment is permitted within Minimbah Primary School. Minimbah Primary School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents and care givers to enforce discipline at the school.

Minimbah Primary School's management of inappropriate behaviour is determined by the seriousness of the incident and consequences may include suspension or expulsion of students, however there is NOT a policy of excluding students from other schools.

Minimbah Primary School will implement the procedures within this document to students by:

- Discussing our rules, rights and responsibilities and appropriate behaviour and consequences with students during class time.
- Regularly reminding students of their responsibilities during school assemblies.
- Using the procedures of this policy in our interactions with students.

Parents/Caregivers will:

- Be made aware of the key elements of this document through the newsletter, parent handbook and information sessions that is available from the Principal by request. Requirements of Annual Reporting includes that there is public disclosure of the school's discipline policy. The school Discipline Policy is available from the principal by request for all members of the public.
- Support the principles of the policy at home and when required to attend meetings at school.

Teachers will:

- Ensure that they are familiar with all aspects of the document by attending staff meetings at the beginning of each school year when the policy is reviewed and discussed.
- Contribute to the provision of a caring, well-managed, safe environment for all students, fellow staff and parents/Caregivers.
- Explicitly teach appropriate behaviours, social and emotional.

Rewarding Positive Behaviour:

At Minimbah Primary School, our students are recognised and rewarded for actively demonstrating our school's core values.

All students have the opportunity to receive:

- Recognition in the classroom and playground through positive feedback, class based recognition such as stickers and stamps.
- Merit awards presented at assemblies which recognise achievement, improvement and citizenship.
- Principal's Award for following school core values.
- Special awards for achievements when representing the school, contributions to the community, and other special events.

- Acknowledgement of student achievement in the school newsletter.
- A record of school awards will be kept on the **Sentral Data Base**.

Commendation Levels

- In addition to the acknowledgements outlined above, students are able to work towards the achievement of a series of commendation levels. These awards are sequential. For example, a student must earn two Bronze Awards before being eligible for a Silver Award. Placement on these levels is earned by upholding the school's core values (Kindness, Identity, Knowing and Confidence).
- In order to work towards the various levels of commendation, students earn bronze, silver and gold certificates.
- The following numbers of merit certificates need to be earned in order to achieve the next level:
2 bronze awards (class teachers award Bronze Certificates each week at Assembly. This award recognises students who follow at least one of the school's Core Values. After 2 Bronze awards have been received the student is now eligible for a Silver Award)
- 2 silver awards (class teachers award Silver Certificates each week at Assembly. This award recognises students who follow at least two of the school's Core Values. After 2 Silver awards have been received the student is now eligible for a Gold Award)
- 1 Gold award (This will be awarded in recognition of students who follow all four Core Values. Students who achieve the Gold Award level will have lunch with the principal either at the end of Term Two or the end of Term Four depending when the level is achieved.
- Principal's Awards (one to each class) are given each week at Assembly along with the other awards. This award recognises consistency with all school Core Values.

Discipline:

Procedures:

All members of our school community are responsible for ensuring that high standards of discipline are maintained.

- The principal will provide a culturally safe and secure work and learning environment for students and staff by implementing the Minimbah Core Values of Identity, Knowing, Kindness and Confidence which all part of Belonging to the Minimbah Mob throughout the school year (See Appendix A);
- The principal and staff will further develop, revise and implement the school's Behaviour Management Policy at the beginning of each school year and during regular staff meetings;
- At the beginning of each school year the Principal will discuss the Behaviour Support Policy with all staff. The principal will monitor school discipline procedures throughout the year by visiting the classrooms and the playground. There will also be regular discussions with teachers to monitor student behaviour. All teachers are informed of procedures through the provision of staff handbook and at weekly staff meetings;
- The principal & teachers will communicate with parents and caregivers, at the beginning of the school year and during parent/teacher interviews in term two, through information meetings, Facebook and School Handbook in regard to school discipline as well as the

school's Core Values. The Discipline Policy can also be accessed through the principal and as part of the Annual Report.

- The Principal will ensure that all records of allegations, interviews, decisions, appeals, suspensions and expulsions are recorded on the school's Sentral Data Base and paperwork will be stored securely in the safe room in individual student files.
- Parents/ Caregivers are expected to support the school's student welfare and discipline policy by attending welfare interviews such as re-entry interviews following a suspension;
- Students will be made aware, by their class teacher, at the beginning of the school year or upon enrolment, of school expectations regarding discipline and appropriate behaviour;
- Students are expected to demonstrate respect for teachers, fellow students, other staff and school visitors and not engage in any form of harassment or intimidation.
- Students and parents will be made aware at the beginning of each year and upon enrolment that Minimbah has a policy of "**Zero Tolerance for Physical Violence**". Failure to comply with this rule will result in a suspension.

Statement of Purpose

All students at Minimbah Primary School are expected to:

- Attend every school day and be in class on time and prepared to learn.
- Behave safely and responsibly at all times.
- Show respect at all times for their peers, teachers, community members and other school staff
- Care for property belonging to themselves, the school and others.

Students behaving in an unacceptable manner need to understand and experience the consequences of their actions. Unacceptable behaviour is outlined in the Behaviour/Consequence Chart on Pages 7 – 10.

Students are placed on discipline levels as a consequence of inappropriate behaviour in the classroom, playground or during any school activity. These levels will vary according to the seriousness of the incident. At the beginning of each school year classroom teachers will inform students of their rights and responsibilities in regard to the expectations of the school. Both positive and negative incidents will be recorded on the Sentral Data Base by the classroom teacher in the first incidence. If the situation escalates and the student is sent to the principal the incident will be recorded by the principal.

Five Level Plan for CLASSROOM activities:

Level One: Verbal Warning given by teacher or support staff.

Level Two: Student's name is written on the board by the teacher and appropriate warnings given

Level Three: Student is sent to another classroom or principal's office until improvement is shown.

Level Four: If no improvement is shown at Level Three the student is put on a time-out at recess and/or lunch.

Level Five: Parents contacted and/or student sent home.

These Levels are not necessarily sequential and it may be necessary to escalate to **Level Five** without following the sequence depending on the severity of the incident. For example a student may become physically violent in the classroom in which case the student would immediately be referred to the principal.

See Minor Incident of Discipline at a Whole School Level Chart below.

Four Level Plan for OUT OF CLASS Activities (including playground, excursions & community events)

Level One: Verbal Warning given by teacher or support staff.

Level Two: A second verbal warning is given

Level Three: Student remains with the teacher or support staff until improvement is shown (5 to 10 minutes)

Level Four: If possible the student will be returned to school and reported to the principal. If it is not possible to return the student to school they will be required to report to the principal as soon as possible

These Levels are not necessarily sequential and it may be necessary to escalate to **Level Four** without following the sequence depending on the severity of the incident. For example a student may become physically violent in an Out of Class Activity, in which case the student would immediately be referred to the principal.

See Serious Incident of Discipline at a Whole School Level Chart below.

The names of students who are referred to the principal will be recorded on the Sentral Data Base under "Welfare".

Discipline Procedures at a Whole School Level

The following procedures will be implemented in any situation where there is inappropriate Classroom or Out of Classroom behaviour or a potential for suspension or expulsion. These are not necessarily sequential but refer to minor, more serious or very serious situations.

During this process the student is always given the opportunity to defend themselves and explain their behaviour before any sanctions are implemented. This may be done by the classroom teacher or with the principal. This process applies at all stages of the discipline process. In more serious cases the Parents/Care Givers will be given the same opportunity to discuss the incident and the consequences before sanctions are applied.

Definitions:

- 1. Suspension:** A **temporary** debarment of a student from all of the classes that the student would normally attend at the school.
- 2. Expulsion:** The **permanent** removal of a student from one particular school.
- 3. In-school suspension:** Temporary removal of child from classroom and playground while still attending school.

Behaviour	Consequence
Minor Incidents: The student is referred by the teacher or staff member for being involved in a single act of minor inappropriate behaviour such as disrupting class activities, swearing, teasing, name calling or interfering with other students' learning.	<ul style="list-style-type: none">• The student is placed on lunchtime detention and supervised by the teacher on duty.• If the student is referred to the principal he/she will determine if the act requires a phone call to

	parents/caregivers. This will be done by either the student's teacher or principal.
<p>More serious incidents: The student continues with inappropriate behaviour:</p> <ul style="list-style-type: none"> • Is referred to the principal for being involved in behaviours deemed serious such as repeated inappropriate language, vandalism, arguing with staff and bullying. • Repeated or more serious behaviour such as disrupting class activities, swearing, teasing, name calling or interfering with other students' learning. 	<ul style="list-style-type: none"> • The student will be placed on no more than two lunch-time detentions and a phone call to parent/caregiver will be made by the teacher or principal. • Depending on the seriousness of the act a letter may also be sent home by the principal. This will be recorded on the Sentral Data Base by the teacher concerned or by the principal. • The Principal will look at all the evidence and statements provided by the student, witnesses, teachers and staff before deciding whether the student may be restricted from participating in sporting events or attending excursions until there is an improvement in behaviour at school. If this is the case, parents will be given the opportunity to discuss this decision with the principal
<p>Very Serious Incidents: The student continues with very serious inappropriate behaviour</p> <ul style="list-style-type: none"> • Is referred to the principal for any behaviour considered very serious such as hurting others, arguing with staff or serious bullying 	<ul style="list-style-type: none"> • After an interview with the principal the student, parent/care giver and reporting teacher the student may be placed on lunch time detention for up to 5 days as determined by the Principal and reporting teacher. This may include whether the student will be permitted to participate in sporting events or attend excursions • A further interview with the student's parents/caregiver will be held if there is no improvement following the previous step. It may be necessary to issue a Warning of Possible Suspension letter (Appendix B) at this time. • In extreme circumstances, such as violence towards a teacher or student, it may be necessary to suspend a student immediately. Parents/Care Givers will be immediately contacted by the principal to discuss the circumstances of the impending suspension
<p>Possible Suspension and Suspension: The student displays very serious inappropriate behaviour such as physical violence, extreme repeated bullying or highly disrespectful behaviour towards staff and/or students</p>	<ul style="list-style-type: none"> • The Principal will look at all the evidence and statements provided by the student, witnesses, teachers and staff before deciding whether suspension is warranted. • If the principal makes the decision to suspend a student an interview with the student's parents/caregiver will be held before and after the Suspension. This includes the offer of having a support person/observer attend formal interviews. The key points of the interview/discussion will be recorded in writing and kept on the Sentral Data Base. • The length of the suspension will be discussed during this meeting and the final decision will be determined by the principal. The length of the suspension will be on an escalating scale

	<p>depending on the seriousness of the event, ranging from a one day in-school suspension up to a five day at home suspension.</p> <ul style="list-style-type: none"> • A student may be immediately suspended in the case of serious physical violence toward another student or staff member. Minimbah Primary School has “Zero Tolerance to Violence” rule in order to protect all students and staff. Parents/Care Givers will be immediately contacted by the principal to discuss the circumstances of the impending suspension. In the case of immediate suspension a Notice of Suspension (Appendix C) will be issued. • A re-entry interview is required with the student and parent/care giver before returning to school. The parent/care giver is notified of the time and date of the interview on the Suspension letter when it is issued or after in-school suspension. • On return to school a student will be placed on a Blue Card (See appendix D) to track behaviour for one week after a suspension. This card is with the student at all times and presented to his/her classroom teacher and playground supervisors each session. The card then goes home at the end of each day with the student and parents/care givers are required to sign the card and return it to school each day. At the end of the suspension period the classroom teacher will contact the parent/care giver to discuss the outcomes. An extension of the Blue Card may be required if there is little improvement in the student’s behaviour.
<p>Expulsion: The student displays serious, inappropriate behaviour and has not responded to the sanctions described above</p>	<p>Expulsion from Minimbah Primary School for misbehaviour:</p> <ol style="list-style-type: none"> 1. When considering expelling a student for misbehaviour, the principal must: <ul style="list-style-type: none"> • ensure, except as a result of a most serious incident, that all appropriate learning and support strategies have been implemented and documented • A letter informing the parent/care giver that the school is considering expelling their child from this school only will be sent home and an interview will take place with the parent/care giver and their child before a decision is made. (See Appendix E) • In the case of a VERY serious act of physical violence toward another student or staff member the Principal will look at all the evidence and statements provided by the student, witnesses, teachers and staff before deciding whether immediate expulsion is warranted.

	<ul style="list-style-type: none"> • The school will provide the parents with a copy of all documentation on which the consideration of expulsion is based • allow seven school days for students and parents to respond during which time the student will remain on a suspension from school • consider any response from the student and parents before proceeding further • discuss with the student and the parents the implications of expulsion and provide information relating to the right to, and process for, an appeal (if the expulsion were to proceed). This will be done by telephone or in a meeting. In the case of a parent/care giver being unhappy about the principal's decision to expel their child they may appeal to the Minimbah School Board. <p>2. Having reached a decision to expel a student from the school, the principal will:</p> <ul style="list-style-type: none"> • inform the student and the parents in writing. This formal advice should also restate the right to appeal the decision Students and parents may appeal if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached. • Appeals should be in writing, stating the grounds on which the appeal is being made. • Some students or parents will require assistance in lodging an appeal. Students or parents requiring assistance should be referred, in the first instance to the Minimbah School Board. The nominated support person should assist the parents to understand their right to, and the process for, appeal.
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Appeals Process:

The principal is responsible for any investigation in the appeals process. All students, parents and/or care givers will have the right to appeal a decision made by the principal regarding suspension or expulsion of a student at Minimbah Primary School to the Minimbah School Board. This must be done within one week following the suspension or expulsion.

An appeal would require written notification to the Minimbah Board of Directors. At this time, a meeting will be arranged with the parent/care giver and Board members. Parents/care givers are offered the opportunity of having a support person/observer attend the interview. The key points of the interview/discussion will be recorded in writing by a school representative.

After a quorum of the Board have considered the appeal they will make a decision in consultation with all stakeholders within one week of the appeal. All documentation regarding the issue will be stored on the Sentral Data Base and in student files as well as in Board of Directors files.

If parents/care givers are still not satisfied with the result of the appeal, they may contact the Association of Independent Schools.

Anti-Bullying:

Minimbah Primary School rejects all forms of bullying. No student, employee, parent, caregiver or community member should experience bullying within the learning or working environments at Minimbah Primary School.

The Education Act requires that policies related to the discipline of students be based on procedural fairness. It is the responsibility of Minimbah Primary School to determine incidents that may require disciplinary action and the nature of any penalties that may apply as detailed in this document.

The Principal presents, reviews and further develops and implements the school's Anti-Bullying Policy at the beginning of each school year on the Staff Development Day, and during regular staff meeting.

Policy:

Minimbah Primary School Anti-bullying Policy aims to provide a safe and caring environment for all members of the school community. Bullying or harassment will not be tolerated at Minimbah Primary School.

Bullying:

At Minimbah Primary School bullying is defined as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race or disability. Bullying of any form or for any reason can have long term effects on those involved including bystanders.

Conflict or fights between equals or single incidents are not identified as bullying.

Bullying takes many forms. Minimbah Primary School considers the following behaviours as examples of bullying:

Bullying behaviour can be:

- **Verbal:** name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **Physical:** hitting, punching, kicking, scratching, tripping, spitting
- **Social:** ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological:** spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones
- **Non-Verbal:** writing offensive notes or graffiti about others, using e-mail or text messaging to hurt others or rude gestures.
- **Extortion:** threatening to take someone's possessions.
- **Property:** stealing, hiding, damaging or destroying property.
- **Cyber:** any form of bullying which is carried out through electronic means such as mobile phones, email, social networking, 'SMS' or web page.

Minimbah Primary School encourages the reporting by the victim or any concerned person, of suspected bullying behaviour. Incidents may be reported to class teachers, AEO's, office staff or the school Chaplain either in writing or verbally. The member of staff has a duty to ensure that the matter is referred to the Principal.

All reports are taken seriously and all bullying incidents will be investigated. All reports will be dealt with in a confidential manner. Everyone employed at Minimbah Primary School has a duty of care to the students and must at all times report incidents of bullying behaviour to the principal. This will be done at student welfare meetings or at the time of the incident in a case that it is felt requires immediate action. All reports will be recorded on the Sentral Data Base and in student files. The principal has the responsibility to investigate by speaking to the students involved and any other witnesses. Parents may need to be contacted, by the principal after the initial investigation is concluded.

Signs of bullying:

Students who are being bullied may show changes in behaviour, eg becoming shy and nervous, showing uncharacteristic signs of aggression, feigning illness, taking unusual absences or clinging to adults. There may be changes in work patterns, a lack of concentration or truancy.

Preventing bullying at Minimbah Primary:

We believe, based on research, that prevention strategies through education that involve the whole school community (students, staff and parents) are more likely to reduce bullying. Therefore, at Minimbah Primary School we recognise that we all share the responsibility to prevent bullying.

At Minimbah Primary School we adopt the following strategies to prevent bullying:

- Explicit teaching of positive behaviours embedded within the curriculum addressing positive relationships, conflict resolution, resilience and bystander action.
- Regularly recognising and acknowledging students who demonstrate appropriate behaviours that promote and restore right relationships
- Rewards such as citizenship awards, student of the week, Principal's awards, Playground and bronze, silver and gold awards are handed out at weekly assemblies that acknowledge following the school rules and core values.

At Minimbah Primary School the consequences of bullying may be:

- Removal from class or play
- Restricted or modified play conditions
- Formal apology (where and when appropriate)
- Suspension from the classroom for a period of time
- Suspension from school for a period of time
- If the school has problems with student behaviour that requires further action the Police Aboriginal Liaison Officer, Will Green or Youth Liaison Officer, Fiona McCormack are contacted on the following number by the principal: (02) 67710699. If parents/care givers are not satisfied with the school's investigation they also have the right to contact these people.

The School:

- At the beginning of each school year all staff will participate in Professional Development concerning the content and implementation of the school's Anti-Bullying Policy
- Teachers are to actively supervise children at all times. There will be two staff members on playground duty during recess and lunch breaks.
- Teachers should note supervisory duties for the day and turn up promptly to duty.
- Teachers are asked to be aware of playground 'hotspots' and visit these areas regularly throughout their supervision duty.
- All staff must model appropriate behaviour at all times
- Staff must respond in a timely manner to incidents of bullying according to the school's Anti-Bullying Policy. This will be recorded on the school's Record of Bullying form (**See Appendix G**) and submitted to the principal.
- Teachers must implement school programmes which promote positive relationships that incorporate strategies to deal with bullying during their PDHPE lessons.
- All staff must have knowledge of school policies relating to bullying behaviour. This will be discussed during professional development at the beginning of each year or on employment
- The principal and/or teacher must communicate bullying incidents to parents when needed. A record of incidents is kept on the Sentral Education Student Information System.
- Teachers have a responsibility to provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.
- Teachers will document incidents of bullying as outlined in Discipline Levels for Principal.

Appendix List

Appendix A : Minimbah Core Values

Appendix B: Notice of Possible Suspension

Appendix C: Notice of Suspension

Appendix D: Minimbah Blue Card

Appendix E: Initial Advice (expulsion)

Appendix F: Expulsion Letter

Appendix G: Anti-Bullying Strategies for students, staff and parents/care givers.

Appendix H: Bullying Record Sheet

MINIMBAH PRIMARY SCHOOL CORE VALUES

“BELONGING”

IDENTITY	Is strong and spirited
	Respects other people
	Has self-respect
	Has a positive sense of self
	Is proud of our culture
KNOWING	Operates successfully in two worlds
	Makes connections between two worlds
	Produces quality work
	Is prepared
	Is a thinker
KINDNESS	Experiences joy in learning
	Cares for others
	Works well with others
	Is trustworthy and trusting
	Supports other's learning
CONFIDENCE	Shares with others
	Has self-belief
	Is assertive and thoughtful
	Makes decisions
	Takes action
	Is responsible
Is resilient	



Minimbah Preschool, Primary School Aboriginal Corporation.
 PO Box 356. Armidale NSW 2350.
Ph: 0267724853 **Fax** 67722040 **ABN:** 92326504029
jennyb@minimbah.nsw.edu.au www.minimbah.net

Notice of Possible Suspension

Dear ,

In accordance with our school's Behaviour Support Policy, there is a need to inform you that 's misbehaviour during School time has been causing concern. Today s/he . This requires that s/he will be warned of a possible suspension if the behaviour does not improve.

Thank you.

Details for this term:

Date	Reason For Notice

We appreciate your assistance by impressing on your child the need for school rules and acceptable behaviour.

It is important that you talk with your child about their behaviour. Repeat offences will mean a ban from all special activities organised outside of school hours and outside of school grounds for the rest of this current school term.

A fresh start automatically applies at the start of next school term although behaviour records are kept.

However, any single case of severe or dangerous misbehaviour may result in the suspension of a student, regardless of any previous steps taken.

Please telephone me on 02 6772 4853, at your earliest convenience, in order to arrange a meeting to prevent escalation.

Thanking you, in anticipation of your support.

Jenny Brown

PRINCIPAL



Minimbah Preschool, Primary School Aboriginal Corporation.

PO Box 356. Armidale NSW 2350.

Ph: 0267724853 Fax 67722040 ABN: 92326504029

jennyb@minimbah.nsw.edu.au www.minimbah.net

Notice of Suspension

Dear ,

In accordance with our school's Behaviour Support Policy, there is a need to inform you that 's misbehaviour during School time has been causing concern. Today s/he . This requires that s/he will be suspended from school for ONE day. Could you please keep him/her home and bring him/her into school on ?day for a re-entry interview. Thank you.

Details for this term:

Date	Reason For Suspension

Please assist us in enforcing our Behaviour Support Policy by impressing on your child the need for school rules and acceptable behaviour.

It is important that you talk with your child about their behaviour. Repeat offences will mean a ban from all special activities organised outside of school hours and outside of school grounds for the rest of this current school term.

A fresh start automatically applies at the start of next school term although behaviour records are kept.

Please telephone me on 02 6772 4853, at your earliest convenience, in order to confirm a "return to school interview".

Thanking you, in anticipation of your support.

Jenny Brown

PRINCIPAL



Behaviour Criteria: The following responsibilities will be monitored by the classroom teacher for a period of two weeks after a suspension.

They are:

1. Treat all members of the school community with respect
2. Behave in a way that ensures everyone feels safe & respected
3. Behave in a safe & responsible manner
4. Not disrupt the learning of others
5. Participate actively in the schools education program
6. Take responsibility for their own behaviour & learning
7. Demonstrate respect for school property
8. Cooperate with staff & others in authority

Parents/Care givers are asked to check & sign the card each day and return to school the following morning. At the end of the monitoring period parents are encouraged to come in to discuss their child's progress with the class teacher & principal.

MINIMBAH BLUE CARD

NAME: _____

CLASS: _____

REASON FOR SUSPENSION: _____

This card must be carried by the student at **ALL** times and be handed to a teacher to be signed after every school session. Parent /Carer must sign each night and **returned** to school the following day.

Name : _____ Reason for Blue Card: _____ Class: _____ Date: _____

Score: **0**= Has not fulfilled criteria **1**= Has mostly fulfilled criteria **2**= Has fulfilled criteria (**See back of card for criteria**)

WEEK 1

MONDAY	SCORE	TUESDAY	SCORE	WEDNESDAY	SCORE	THURSDAY	SCORE	FRIDAY	SCORE
SESSION 1		SESSION 1		SESSION 1		SESSION 1		SESSION 1	
RECESS		RECESS		RECESS		RECESS		RECESS	
SESSION 2		SESSION 2		SESSION 2		SESSION 2		SESSION 2	
LUNCH		LUNCH		LUNCH		LUNCH		LUNCH	
SESSION 3		SESSION 3		SESSION 3		SESSION 3		SESSION 3	
BUS		BUS		BUS		BUS		BUS	
PARENT SIGNATURE									

WEEK 2

MONDAY	SCORE	TUESDAY	SCORE	WEDNESDAY	SCORE	THURSDAY	SCORE	FRIDAY	SCORE
SESSION 1		SESSION 1		SESSION 1		SESSION 1		SESSION 1	
RECESS		RECESS		RECESS		RECESS		RECESS	
SESSION 2		SESSION 2		SESSION 2		SESSION 2		SESSION 2	
LUNCH		LUNCH		LUNCH		LUNCH		LUNCH	
SESSION 3		SESSION 3		SESSION 3		SESSION 3		SESSION 3	
BUS		BUS		BUS		BUS		BUS	
PARENT SIGNATURE									

COMMENTS:



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jennyb@minimbah.nsw.edu.au www.minimbah.net

Expulsion from Minimbah Primary School for Misbehaviour – Initial advice

Name of student

Dear

This is to inform you that I am considering expelling your child, **(name of student)** from this school. I have today placed your child on a long suspension from this school, pending the decision making process. This action has been taken and is consistent with school's Behaviour Support Policy. Expulsion means I am considering that your child would be expelled from this school only. I have decided to consider expelling your child from this school after consideration of the following facts: **(List incidents and witness statements leading to consideration of expulsion)**

Copies of all documents relating to the consideration of expulsion are attached. Your child will not be able to return to school until the final decision making process is complete.

You have seven school days to respond to this advice prior to the final decision being made. Please contact my office as soon as possible on the telephone number above to arrange a meeting to discuss this matter. At this meeting I will explain the implications of expulsion and your appeal rights. If you require an interpreter to assist you in this meeting, please advise the school. You may wish to have a support person present at this meeting.

You are responsible for the supervision, care and safety of your child during the suspension. Your child is not to enter the school grounds during the period of suspension without my permission. The school expects that your child will continue to study while suspended. A study program will be provided.

I attach for your information a copy of the school Behaviour Support Policy document on suspension and expulsion. These procedures include a section on expulsion and a section on appeals. Expulsion means that I am considering expelling your child from this school.

Yours sincerely

Principal

Date:



Minimbah Preschool, Primary School Aboriginal Corporation.

PO Box 356. Armidale NSW 2350.

Ph: 0267724853 Fax 67722040 ABN: 92326504029

jennyb@minimbah.nsw.edu.au www.minimbah.net

Date:

Notice of Expulsion from Minimbah Primary School

Dear ,

I have decided to expel your child from Minimbah Primary School after consideration of all the facts.

This letter is to inform you that I have decided to expel your child, **(name of student)**, from Minimbah Primary School. This action has been taken and is consistent with school's Behaviour Support policy. The form of expulsion will mean that your child will be expelled from this school only and will not be excluded from enrolling in any other school.

Students and parents may appeal if they consider that correct procedures have not been followed, and/or that an unfair decision has been reached.

Please contact my office as soon as possible on the telephone number above to arrange a meeting to further discuss this matter if you wish. At this meeting I will explain the implications of expulsion and your appeal rights. If you require an interpreter to assist you in this meeting, please advise the school. You may wish to have a support person present at this meeting.

I attach for your information a copy of the school Behaviour Support Policy document on suspension and expulsion. These procedures include a section on expulsion and a section on appeals.

Copies of all documents on which the school's action has been based are attached.

If you need an interpreter to assist you to contact the school or the local Department of Education and Communities office please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The operator will get an interpreter on the line to assist you with your conversation.

Jenny Brown

PRINCIPAL

Anti-Bullying Strategies for students, staff and parents/care givers.

Information for students:

- If you are the victim of bullying, you should not keep quiet about it. Speak to your parents, to a teacher or the Aboriginal Education Officers.
- If you are not a victim but know or suspect that it is happening to others, you have a duty to report it to a teacher or another adult. Standing by and letting the bullying continue, is almost as bad as taking an active part in it.
- If you are guilty of bullying and realise what you have done is wrong, you should speak to a teacher and ask them to help you deal with the situation. If you continue to bully, you will be caught and the punishment will be severe; it may result in expulsion from the school.

Information for Parents/Care Givers:

- If you know or suspect that your child may be the victim of bullying, please report the matter to the school by contacting their teacher and/or the principal.
- If you know or suspect that another student known to your child may be the victim of bullying, please report the matter to the school.

Information for Staff:

Any member of staff who is told of any incident or has a strong suspicion of bullying occurring must report the information as soon as possible to the principal.

- All incidents should be recorded on the following page (See Appendix H). This is then given to the principal who circulates it to the appropriate members of staff, who will assist in dealing with the matter, or to staff who need to know about the incident.
- The victim or informer should be reassured that all reasonable steps will be taken to protect them from any retaliation that may be feared, or unnecessary stress after a disclosure of alleged bullying has been made.
- Staff members should never give absolute guarantees of confidentiality to students wishing to tell them something serious; they should guarantee that they will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken.
- Written accounts of the incident should be made by all involved if appropriate, depending on the age of the students affected. These are best written as soon after the incident as possible and preferably before those involved can communicate with each other.
- The principal or principal's delegate should then interview all concerned and decide on the next steps.
- Any student who has been found to be bullying will be given a verbal warning that will be recorded on the Sentral Data Base. They will be reminded of the school's policy on bullying and that any further offence will involve parents and the principal and may result in expulsion from the school.
- The principal of Minimbah Primary School will be kept informed of any serious allegations of bullying.
- If the bullying is not admitted, the accused student should be informed that the incident has been recorded and will remain on file for future reference and parents may be informed.
- Sanctions against those who bully will include written or spoken apologies as appropriate, along with other measures, which may include suspensions, or expulsion.



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BULLYING RECORD SHEET

Section 1 (to be completed by the member of staff to whom the allegation is first made)

Name of person making allegation: Class:

Name(s) of the alleged bully(ies): Class:

..... Class:

..... Class:

Summary of allegation:

Signature of staff member: Date:

Section 2 (to be completed by principal)

Please detail all action taken, including times of interviewing students involved, and indicate the outcome of the action. If necessary, attach a second sheet of paper. Both members of staff should sign below.

Signed: Signed: