



## Behaviour Management Policy

Port School creates a caring and supportive environment, fosters positive relationships between staff, students and parents/caregivers/guardians. Our focus is on positive actions that benefit young people and others, prompted by empathy, moral values and a sense of personal responsibility. Staff at all levels encourage, model, teach and collaborate to achieve these sound social skills.

Creating a school environment where how teachers treat students and how students treat each other is part of the learning experience is critically important especially for young adults who have experienced chronic disengagement from learning and often extreme disadvantage.

The Port School Code of Conduct is a statement of intention for students:

- I choose to be here and attend
- I will try to learn and progress
- I take responsibility for my own actions
- I try to have a clear mind and healthy body
- I contribute to this safe, respectful and cooperative community

Staff rewards positive behaviour and work to modify challenging behaviour. Opportunities to practice problem solving, conflict resolution and learn and practice positive social skills are provided daily. Fair and consistent sanctions agreed upon by all community members apply for those who display inappropriate behaviour.

The aim of behaviour management processes is to manage the risk to the school community and all matters will be responded to promptly and in an ongoing manner to protect the integrity and reputation of the school and its students. From the Enrolment Interview to attendance a consistent message of responsibility for self and care for others is conveyed.

Pastoral care of students during the PC period daily and the needs, circumstances, risks of students are addressed at this time. Decisions made and actions agreed upon by staff will maximise self reliance and empowerment and PC provides ongoing time to re-assess needs and review support plans.

### Behaviour Management

Port School's Behaviour Management Policy and Plan focus on:

- Maximising engagement and communication
- Developing acceptable standards of behaviour
- Taking responsibility for own behaviour
- Staff actively role modelling positive communication and conflict resolution methods
- Incentives and recognition of respectful behaviour being offered
- Promoting peer support

This Policy and Plan are discussed with parents/caregiver/guardian at the enrolment interview with the Principal and the Pastoral Care interview and is available in hard copy from the office.

## Staff Responsibilities

The **Principal** of Port is responsible for:

- school operation and policy
- supporting staff in implementing the Behaviour Management Policy
- participating daily in Kids Talk discussions
- following the Code of Conduct
- modelling appropriate behaviours
- recognising and rewarding positive behaviours and student achievement
- school operations including legislative and curriculum requirements

The **staff** is responsible for being familiar with the Behaviour Management Plan and Code of Conduct as discussed at their Induction Interview and use the Staff Handbook to as a point of reference. They will also:

- facilitate a Pastoral Care group with another staff member
- contribute to daily Kids Talk and maintain the relevant database for this
- apply the Behaviour Management Policy/Plan daily in their classrooms
- create a positive learning environment and be proactive with discipline issues
- recognise and reward positive respectful behaviour and highlight it
- manage inappropriate behaviour and inform parent/guardian/caregivers about it
- maintain the PC database

## Students Responsibilities

Students will at all times follow the Port School Code of Conduct and:

- attend classes and work to their best ability
- engage in a safe and non-violent manner
- follow staff instructions promptly which helps create a positive learning environment
- treat others respectfully with regard to assigned tasks and accepting individual differences
- create quiet work spaces allowing others to concentrate and engage
- cooperate to create individual and whole group harmony and productivity
- respect personal and school property and the environment

## Parent/Caregiver/Guardian Responsibilities

This group is responsible for:

- communicating basic information regarding being late or absent
- connect with staff, especially the PC teacher, about issues and concerns promptly
- supporting the Port School Behaviour Management Policy as discussed from the pre-enrolment interview

# Behaviour Management Plan

Port School has developed a unique set of management tools which have had great success with supporting student engagement and progress. They are baseline risk management procedures as they identify and

## SEQTA

This database is a central record of behaviour, attendance and the data is reviewed constantly. Parents are invited to attend a conference should any concerns be flagged about this information. Teachers can:

- identify trends in student behaviour
- track improvement or deterioration
- record stakeholder correspondence

## Kids Talk

A daily staff meeting to discuss individual student behaviour, relate general concerns regarding specific students and learn how students are behaving in other classes and on campus.

- school wide strategies can then be developed to manage behaviour consistently
- appropriate consequences can be determined for conduct breaches
- PC teachers can then go to parents/caregivers/guardians with relevant information and enter it into SEQTA

## Parent/Caregiver/Guardian Contact

Port School values its partnership with its student's parents/caregivers/guardians. In the event a teacher needs to discuss behaviour a telephone call will be made and a conference arranged. This gives the best chance of modifying student behaviour or attendance issues by developing appropriate strategies so all parties have ownership of plans.

If any significant changes in the student's family structure, health issues or general concerns occur then parents/caregivers/guardians should contact the school to give the teachers the opportunity to assist in planning for the student in the school environment.

## Parliament

The Port School Pastoral Care program has a weekly Parliament which involves the whole school meeting to acknowledge and reward student achievement, introduce new members to the community and discuss issues from the week. Both students and staff are encouraged to participate and it is vital that all voices are heard.

## Behaviour Strategy

These management strategies are employed by Port staff as deemed appropriate and relevant to each student. The cohort of the school is hugely varied and student needs are therefore equally varied. The extreme level of behavioural and emotional dislocation can easily result in conflict if a consistent approach to daily routine and structure are not maintained. Staff will employ:

### Proximity praise and reward

The immediacy of rewarding positive behaviour through:

- Individual teacher providing praise or award
- PC note recorded in SEQTA
- Telephone call to parent/caregiver/guardian
- Parliament 'Fab Feat' Award
- Classroom displays of work

### Rule Reminder Warning

General class issues will be dealt with by the classroom teacher and followed up in Kids Talk in the afternoon. The aim is to keep the student engaged at school and learning but also to be reminded of rules.

### Moderate Disruption

Loss of privileges, isolation in class or detention during breaks will be the consequences if the behaviour steps up to the next level.

### Leaving School Premises

Students must have permission of the parent/caregiver/guardian and notify the PC teacher before leaving school premises. Failure to do this will result in student returning with parent for an interview.

### Severe Disruption

The students know that fighting, deliberate physical harm to another, refusing to comply with clear instructions, major disrespect, verbal abuse or wilful destruction of property will meet with a phone call to the parent/caregiver/guardian followed by the student being sent home. Further appropriate consequences will be discussed at Kids Talk and then decided upon with all information being entered into SEQTA with details of the incident, subsequent actions and future considerations.

### Suspension and Exclusion

Exclusions can be enforced after two written communications to parents/caregiver/guardian have been sent along with two meetings with parents/caregiver/guardian. Written letters would result from:

- Suspension for more than a day
- Issues of repeated negative or anti-social behaviour with no signs of improvement
- Drastic decline in behaviour

- Extreme behaviour causing risk to students/staff

## **Bullying**

Port School community shares the responsibility to prevent bullying behaviour and where it does occur focus on early intervention and student wellbeing. Managing ongoing or serious behaviour including misuse of power to threaten, intimidate or harm of a verbal, physical, relational or psychological nature are looked upon very seriously.

All staff are committed to ending bullying. Students are encouraged to speak to staff in the first instance if they feel bullied or harassed. If they speak to parents/caregivers/guardians about this the school should be informed to ensure appropriate action.

Bullying can include but is not limited to:

### **Emotional**

- Exclusion from group conversation or activities
- Making up or spreading rumours to facilitate dislike
- Repeatedly ignoring another student
- Misleading or lying deliberately
- Inventing stories to cause trouble

### **Threatening/psychological**

- Stalking, implied threats or threats
- Inappropriate looks
- Manipulation by pressuring into doing things they don't want
- Intimidation by forcing demeaning or embarrassing acts
- Extortion by forcing someone to pay money or give items

### **Property**

- Stealing money repeatedly
- Interfering with personal property
- Damaging personal items
- Repeatedly hiding possessions

### **Physical**

- Hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching, tripping
- Unwanted physical or sexual touching
- Throwing objects with intent to annoy or injure

### **Verbal**

- Constant teasing sarcastically or offensively
- Name calling or offensive nicknames
- Swearing to unsettle or upset
- Homophobic comments to distress
- Racist or sexist comments

### **Cyber**

- Gossiping and rumours in emails, on the phone or internet
- Offensive email, phone or text
- Abusive phone calls
- Posting personal or inappropriate information on internet without permission to cause distress or humiliate

The following letter will be forwarded to parents/guardians/caregivers w

**Port School**

62 Wheeler Road Hamilton Hill WA 6163

P O Box 368 Hamilton Hill WA 6963

Phone: (08) 9335 6323

Fax: (08) 9335 3312

Email: [Admin@portschool.wa.edu.au](mailto:Admin@portschool.wa.edu.au)**LETTER OF CONCERN**

Student name	Date
Teacher name	

Dear Parent/Guardian,

We wish to inform you that your child has displayed behaviour in class or on the grounds that breached our school's Code of Behaviour.

**The specific areas of concern have been ticked below.**

<input type="checkbox"/>	<b>Failure to follow teacher instructions</b>
<input type="checkbox"/>	<b>Interfering with the learning of other students and disrupting the class</b>
<input type="checkbox"/>	<b>Abusive behaviour and language to the staff and other students</b>
<input type="checkbox"/>	<b>Misuse of school equipment and furnishings</b>
<input type="checkbox"/>	<b>Other</b>

**Comment:**

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Teacher signature	Principal signature
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