VISION STATEMENT
Our Lady of the Cape Primary School is a community of faith where the gospel values of Christ are central to all school activities. The full potential of each child is developed in a collaborative learning environment that recognises the rights of self and others.

GOALS
Through this policy we aim to achieve:
- An excellent standard of behaviour in all students at school, on school excursions and when in the wider community.
- A learning environment that is conducive to learning, teaching and carrying out other school related activities.
- The development of self-discipline in students.
- An emphasis on positive reinforcement.
- A collaborative approach to discipline that includes assistance from parents.
- A high standard of respect for others, good manners and appropriate language. This includes an acceptance and respect for those who may be different to them.
- A respect for all school and community rules.

COMMON BELIEFS
- All students are expected to adhere to class and school rules at all times.
- Positive reinforcement helps promote excellence in behaviour.
- Corporal punishment is not to be used in any form.
- Parents need to be involved as part of the solution for behavioural problems.
- A collaborative approach by all staff is essential in maintaining a high standard of behaviour.

CLASSROOM OPERATION
- Classroom rules to be decided by teachers and students at the start of each new school year.
- These classroom rules are to be clearly displayed in each classroom.
- School rules are to be explained to all students.
- Students must have a clear understanding of the teacher’s expectations in regards to manners, language, bullying and so forth.
- The assertive discipline approach is to be used by middle and upper primary classes so that a consistent method is in place for all teachers to use. The following steps are to be followed:-
  1. Name on board
2. A cross allocated
3. A recess or lunch time detention is arranged with Assistant Principal Administration where students are to reflect on inappropriate behaviour. A Detention Form sent home to parents which is signed and returned to school.
4. Where there is a continual problem the parents are to be contacted immediately. A collaborative approach is decided upon. The meeting is documented and reviewed at a set date. The principal or Assistant Principal will attend these meetings.

SHOULD THE PROBLEM CONTINUE?

Step 1: Parents are called to collect the child and then to bring the child back to school when behavioural problem has been addressed.
Step 2: Step One to be done a maximum of three times.
Step 3: After consultation with parents, an in-school suspension is arranged.
Step 4: After consultation with parents, a home suspension is arranged.
Step 5: Future attendance at Our Lady of the Cape Primary School is reviewed in accordance with the Exclusion of Students for Disciplinary Reasons policy as outlined in the Handbook for Catholic Schools.

ECC DISCIPLINE OPERATION

1. Verbal warning.
2. Verbal warning.
3. In class time out for two minutes (Child is required to think about their behaviour).
4. Removal from the whole group within class or during playtime.
5. For repeated inappropriate behaviours
   a) Detention
   b) 3 way interview with parents.

POINTS FOR CONSIDERATION

- Teachers to modify developmentally appropriate discipline policies for junior primary.
- A “Buddy Class” is to be arranged at the beginning of the school year for time-out use at the teacher’s discretion.
- Should a serious breach of school or class rules occur, the teacher may go directly to Step 4.
- Teachers should refer to Pastoral Care and Bullying policies where appropriate.
- Teachers will need to exercise discretion in exceptional circumstances.

SERIOUS OFFENCES

Our Lady of the Cape adopts a zero tolerance approach to serious matters that affect the safety and well being of the students in the school community. These matters may also be of a criminal nature. These include:

- Possession or involvement with illicit drugs or banned substances.
- Possession or involvement with alcohol.
- Possession or involvement with pornography.

Should an offence of this nature occur either on school grounds or an organised school activity, the Catholic Education Office of Western Australia will be contacted immediately to ensure the matter is treated appropriately and within set guidelines. Police involvement may also be warranted.
PLAYGROUND OPERATION

- Students displaying inappropriate behaviour are to be recorded on an “Incident Slip” and to have a time-out, decided by the duty teacher.
- The “Incident Slip” is to be passed onto the student’s classroom teacher.
- On receipt of three “Incident Slips” the student is to complete a lunchtime detention, at the discretion of the classroom teacher.
OLC ASSERTIVE DISCIPLINE PLAN

The following steps are to be used across all year levels:

1. Verbal warning

2. Name on board

3. Cross added to name – child is asked to spend 5 mins with the class teacher during recess or lunchtime discussing their behaviour using the Restorative Practice script as a uniform guide.

*Teachers are asked to pass this information onto each other as part of their handover during specialist subjects (ie. 3 strikes/day are transferred across all areas of school life).

4. A lunchtime detention is arranged with the Assistant Principals or Principal (Tuesday-Thursday 1-1.20pm).
   a. Teachers issuing the detention are requested to complete a Detention Notice slip which should be signed and sent to one of the Assistant Principals or the Principal, prior to the detention.
   b. During the detention students will be asked to reflect on inappropriate behaviour by completing a Restorative Practice Reflection Sheet.
   c. The details of this reflection will be discussed individually with children where appropriate.
   d. The sheet will then be copied, sent home to parents for signing and returned to school to be kept on file.

• Teachers are asked to record these occurrences in a Class behavioural Record Book.
• Should a serious breach of classroom or school rules occur, teachers may go directly to Step 4.

5. Where there is a continual problem the parents are to be contacted immediately for a meeting. Details from this interview are to be documented and reviewed at a pre-determined date. The Principal or Assistant Principal should attend these meetings.

ALWAYS ACKNOWLEDGE AND/OR REWARD POSITIVE BEHAVIOUR - REMEMBER THE CHILD AND MODIFY THEIR BEHAVIOUR
**Whole School Rules**

- No talking permitted in class when teachers are talking.
- Silence when moving between classrooms on the red brick paving.
- No running on the red bricks – breech results in 5 mins time-out.
- Silence when in the hall and when lining up to move in and out of the hall.
- All children must wait to be dismissed by the duty teachers after finishing their lunch.
OLC Restorative Practice Reflection Sheet, Pre-Primary – Year 3

Name: ___________________________ Date: ___________________________

What did I do? ______________________________________________________

____________________________________________________________________

____________________________________________________________________

Who have I made sad? ________________________________________________

____________________________________________________________________

____________________________________________________________________

How have I made them sad? ____________________________________________

____________________________________________________________________

____________________________________________________________________

What do I have to do to make them happy again? _________________________

____________________________________________________________________

____________________________________________________________________

What should I do to stop this from happening again? _____________________

____________________________________________________________________

____________________________________________________________________

Student Signature: ________________________________________________

Principal/Assistant Principal Signature: _____________________________

Parents Signature: ________________________________________________

Comment: ________________________________________________________
OLC Restorative Practice Reflection Sheet Yrs 4-6

Name: ___________________________ Date: ________________________

What did I do? ______________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Who has been affected by my actions? __________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

How have they been affected? _________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What do I have to do to make it up to these people? _______________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What should I do to avoid this situation happening again? ___________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: _____________________________________________________
Principal/Assistant Principal Signature: _________________________________
Parents Signature: _____________________________________________________
Comment: ___________________________________________________________