



STUDENT CODE OF CONDUCT

NAME

CLASS

YEAR

TEACHER



Wattle Park Primary School is a **LEARNING COMMUNITY.**

We achieve this through a focus on the following 'norms' or 'ways of treating each other'.



RESPECT



ENCOURAGE



VALUE



CHALLENGE



CARE



TO BE RESPONSIBLE



RESPECT | ENCOURAGE | CARE | VALUE | CHALLENGE | TO BE RESPONSIBLE



Dear Students,

The best way to ensure that Wattle Park Primary School continues to be a happy and successful school is to make sure that all our students feel safe and happy. Every now and again it is a good idea to take the time to think about the really important things in life and realise the crucial role that each of us has in determining the culture at Wattle Park Primary School.

As a student at Wattle Park Primary School you have certain rights that need to be upheld – rights that ensure you are seen as an individual and that your side of the story is always heard.

As a very important member of the school community you also have certain responsibilities. These responsibilities really help make Wattle Park Primary School a fantastic school.

Like all organisations Wattle Park Primary School also needs to have rules – rules that are fair, understood and followed. As a student at Wattle Park Primary School it is your responsibility to follow these rules – not because you will get into trouble if you don't but because you understand the importance of these rules in keeping everyone safe and happy.

I enjoy coming to Wattle Park Primary School each day. I need your help to make sure our school is a happy and safe place for everyone.

Please read this booklet very carefully with your parents. Think about the three R's – Rights, Responsibilities and Rules and help me make each year at school very, very happy and successful for all our students.

When you have read and discussed this booklet please sign and return it to school within the next few days.

Warm Regards

Gayle

Gayle Cope
Principal





STUDENT RIGHTS

A right is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights. Here are some important rights.

You have a right to:

- **Be an individual at school**

This means that you should not be treated unfairly because you are tall or short, boy or girl, or because of the time it takes for you to solve a problem.

- **Be respected and treated with kindness at school**

This means that others should not laugh at you or make fun of you, or hurt your feelings. No one should embarrass you in front of other children or make you feel uncomfortable.

- **Express yourself**

This means that you may talk freely about your ideas and feelings, at the appropriate time.

- **A safe school**

This means that your school should provide safe classrooms and equipment as well as rules to ensure your safety at school.

- **Tell your side of a story**

This means that you may tell your side of the story if an incident arises.

- **A comprehensive curriculum**

This means that your school should provide programs for you in English, Maths, The Arts, Science, Humanities, Health & PE, Technology and a Language Other Than English (LOTE).



- **Support from teachers in dealing with personal matters**

This means you have a right to confidentiality if you speak to a teacher.



STUDENT RESPONSIBILITIES

There are some things you should do without being told. Some of these things you do for yourself and some of these you do for others.

You have a responsibility to:

- **Come to school:**

This means that you come to school every day, on time, unless you have a special reason to be absent.

- **Take care of property:**

This means that you look after your own things, take care of school property and respect the property of others.

- **Obey School Rules:**

All the rules are in this book and displayed at school.

- **Practice personal cleanliness:**

This means you must be clean and practise healthy habits.

- **Behave in a quiet, considerate and courteous manner when at school and on excursions:**

This means that you behave in such a way that your teachers and the school can be proud of you as a student.

- **Help with your learning:**

This means that you work with your teachers and parents by telling them what you need to know and what you'd like to learn.

- **Remember safety rules and good manners when using email and internet:**

More information about these can be found in this booklet.

- **Take messages home:**

This means that you must take all notices and information home to your parents.

- **Complete your assignments:**

This means that you do your best with your class work and homework and hand them in on time.





EXPECTED BEHAVIOURS

It is expected that all members of our school community will work towards maintaining a happy and supportive environment for everyone. All expected behaviours relate to:

TREATING PEOPLE WITH RESPECT AND KINDNESS

This means that students are expected to:

- | | |
|--|---|
| • speak courteously and respectfully one at a time | • follow the teacher’s instructions promptly |
| • respect people’s personal space | • only touch other people’s possessions with their permission |
| • arrive on time for lessons and assemblies | • play friendly, cooperative games |
| • be courteous to visitors | • report any incident or accident to the teacher |
| • be exemplary in every way on excursions | • confine all digging activities to the sandpit areas. |

HEALTH AND SAFETY

This means that students are expected to:

- | | |
|---|--|
| • move around the school in a calm manner | • keep their desks, lockers, pegs and all areas clean and tidy |
| • stay in appropriate areas | • use equipment appropriately |
| • bring healthy rather than junk food to school | • take all rubbish home |





TRUANCY

- Absences that cause concern to a teacher are reported to the Principal and Student Wellbeing Coordinator.
- When a student is missing from class, or believed to be truanting, the Principal or Assistant Principal (AP) is told.
- The Principal or AP will call for the student and take reasonable action to locate the student and return him/her to the class or take other action as warranted.
- No staff member will leave their class or the grounds in search of missing children without the authority of the Principal or AP.

Parents will be notified.

Police will be notified by calling 000.

Department of Education and Training (DET) emergency service will be notified

03 9589 6266.



SUSPENSION

DET Guidelines state:

‘A student may, by, Order of the Chief Executive given with the approval of the Minister, be excluded from a state school where the student –

- Behaves in such a way as to constitute a danger to the physical and emotional health of any staff member or student
- Consistently and deliberately fails to comply with any lawful order of a principal or teacher
- Is in such condition as to be offensive, or dangerous to the health of any staff member or student
- Consistently and deliberately behaves in a manner that interferes with the educational opportunities of other students.’

RESPECT | ENCOURAGE | CARE | VALUE | CHALLENGE | TO BE RESPONSIBLE



WATTLE PARK NORMS

THE NORMS AT WATTLE PARK PRIMARY SCHOOL WILL BE SUPPORTED THROUGH THESE PROCESSES

- Praise, reinforcement and acknowledgement of appropriate behavior
- Special responsibilities including monitors in the classroom
- Special activities
- Negotiated recognition or feedback
- Regularly being addressed through Class Meetings
- Being displayed in the classroom

• Visited (and re visited) through literature

IF AN ISSUE OCCURS THE FOLLOWING STRATEGIES WILL BE UTILISED:

- Teacher investigating issue with student
- The teacher will document the incident and if necessary, notify their Team Leader.
- If this continues the principal class team will be notified and a Think Sheet Activity will be introduced, and the incident documented. The Think Sheet will be sent home for the parent/guardian's signature. Parents will be contacted.
- If the behavior continues the parent/s/guardian/s will be contacted (after discussion with the Team Leader).
- An Individual Learning Improvement Plan (ILIP) focused on their behavior may be developed.
- The school's guidance officer may be involved.



ADDITIONAL SUPPORT STRATEGIES SUCH AS THE FOLLOWING MAY BE IMPLEMENTED:

- Monitoring and providing feedback to students on their behavior.
- Involving parents and care givers to assist with modifying behavior.
- Implementing procedures set out in DEECD guidelines which Incorporate Discipline Procedures, 1994 and Ministerial Order Discipline of Students.

RESPECT | ENCOURAGE | CARE | VALUE | CHALLENGE | TO BE RESPONSIBLE



SCHOOL EXPECTATIONS

SCHOOL RULES/EXPECTATIONS

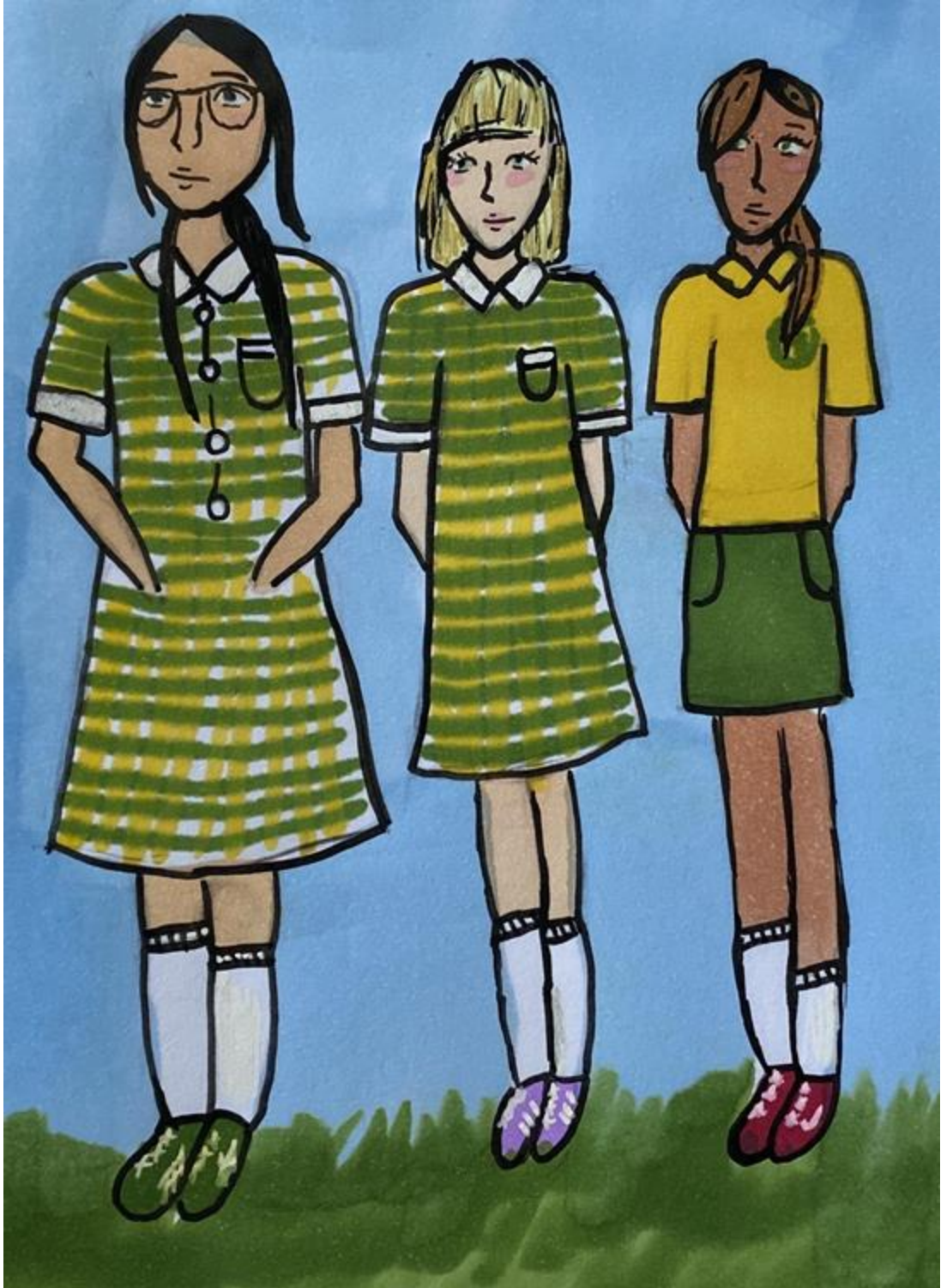
- We don't allow bullying or discrimination.
- We stay in our school grounds during school hours and only leave with a teacher's permission.
- We use the paths and keep off the garden areas.
- We keep away from parked cars.
- We stay outside buildings at recess and lunch times and only enter when we have a teacher's permission.
- We use the designated entry and exit doors.
- Play safely on our playground equipment.
- We make sure that sticks, stones and other hard objects are not thrown.
- We keep out of trees (except the Twisty Tree and only to the height marked).
- When eating food outside we make sure we're sitting down.
- If we're late to school we must be signed in at the office by our parent/guardian. Our parent/guardian must sign the late book and fill out late pass which needs to be taken to my classroom teacher.
- We go to the toilet in pairs and fill out the 'Toilet Book' before we go.
- We play in a safe way at all times.
- If we're not collected after school by 3:45 we go to the school office.
- We can enter our rooms at 8.50 when the music sounds.
- We come to school after 8.45 a.m. (but before 9.00 a.m.) unless we're in O.H.S.C.
- We leave dangerous or expensive items at home.
- We make sure we take all our rubbish home.
- We make sure that swearing doesn't occur at school.
- We ask a teacher's permission if we need to get a ball out of reach.
- We leave chewing gum at home.





WATTLE PARK NORMS

The following pages outline our school norms that are a focus for our level. You'll see a number of activities we've completed which demonstrate how the norms 'live' in our class.





RESPECT



ENCOURAGE



VALUE



CHALLENGE



CARE



TO BE RESPONSIBLE



THE SEVEN CHILD SAFETY STANDARDS

At Wattle Park Primary School:

1	All adults work together to make sure children are safe and protected from harm.
2	Our Child Safe Policy lets everyone know how much we care about the safety of all children, and what we do to protect them.
3	Our Child Safe Code of Conduct lets all adults know how to behave safely with children.
4	The adults are carefully chosen, and do special training to make sure they know how to keep all children safe.
5	When children do not feel safe, they tell a trusted adult, and the adult must always help them.
6	The adults try to fix or get rid of anything that might hurt children, so all children are safe,
7	All children are taught how to have respectful relationships with others, and how to stay safe.



SCHOOL DRESS CODE

WATTLE PARK PRIMARY SCHOOL DRESS CODE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities except where an exemption is given by School Council. The uniform will consist of a combination of items from the designated uniform listed:

FOUNDATION TO GRADE 4			
GENERAL CLOTHING			
T1	T2	T3	T4
Summer Dress	Tartan Pinafore		Summer Dress
Green Skort	Tartan Skort		Green Skort
Dress Code - All Year Round			
Green Tracksuit pants	Yellow or green polo	School Bomber Jacket	School Hoody
SHOES - enclosed	Runners	Black shoes	SOCKS and Tights
White or green socks	Green tights	Green Shorts	
Grades 5 & 6			
GENERAL CLOTHING			
T1	T2	T3	T4
Summer Dress	Tartan Pinafore		Summer Dress
Green Skort	Tartan Skort		Green Skort
Dress Code - All Year Round			
Green Shorts	Plain black tracksuit pants or skins or leggings	School Yellow or green polo	School Bomber Jacket
School Hoody	SHOES - enclosed	Runners	Black shoes
SOCKS and TIGHTS	White or green socks]	Black tights	
SPORTS UNIFORM GRADE 4 TO 6			
Specialist PE or Sports days only			
WPPS Sports Top – Wattle logo			
Black shorts			
ACCESSORIES			
HATS		HAIR	
A legionnaire, bucket or slouch hat is to be worn for outside play from September to May Hats are not to be worn inside.		Ribbons headbands etc to be in school colours of green and or yellow Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety	
EARRINGS		COSMETICS	
Sleepers or studs only		Cosmetics may not be worn at school. Only clear nail polish is permitted	
SUNGLASSES			
Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.			



HEAD LICE

HEAD LICE

- While it is parents who have the primary responsibility for the detection and treatment of head lice on their children, the school will assist by offering: up-to-date information, access to a screening process and by alerting parents of lice when detected.
- Consistent with Health (Infectious Diseases) Regulations 2001, the principal will ensure that the parents of any student found to have live lice are informed that their child is to be excluded from attending school until appropriate treatment has commenced.
- The principal will also provide parents of students found to have live lice with information about head lice treatment and prevention.
- Upon their return to school, parents of excluded students must present the signed declaration ('Action Taken Form') indicating that appropriate treatment has commenced.
- The class that is affected is sent a 'Parent Communication – Action Required' note which they must return, signed, stating that they have either checked their child's hair that night or treated it. The slips must be returned to class teacher within 24 hours.
- A reminder will go out in 7 days from the initial note to recheck their child's hair and seven days after that.
- The notices will be sent home on coloured paper.

We thank you for your support on this area.





ABSENCE PROCEDURES

If your child is away from school you must log this on COMPASS before 9.30 am on the day they are absent. All parents/guardians will be contacted after this time in line with the Department of Education and Trainings same day notification policy.

If you know your child will be away for a week or more please let the principal and the classroom teacher know in advance. Also note this on COMPASS.

For more information about COMPASS please visit <https://www.wattleparkps.vic.edu.au/>



LATE TO SCHOOL

‘It’s not cool to be away from school’ is one of the Department of Education and Training’s initiatives. The focus is on students being at school and on time.

If your child is late (any time after 9.00) you must accompany your child into the school and the main office. There is a Late Register and a late pass need to be completed. Take your child to their classroom and pass the note to the teacher.

Again, thank-you for your support.





MY COMMITMENT

Student Name	
Student Signature	
Date	
Parent /Guardian Agreement	
I have read and discussed the information contained within this booklet and will support Wattle Park Primary School in its actions.	
Parent /Guardian Name	
Parent /Guardian Signature	
Date	



ENCOURAGE



RESPECT



DRESS CODE



STUDENT RIGHTS



BEHAVIOURS



CHALLENGE



VALUE



NORMS



HYGIENE



ABSENCE



RESPONSIBLE



CARE



EXPECTATIONS



TRUANCY



ATTENDANCE