1. Introduction
Aitken College exists as a place where a complete education may be undertaken in a helpful and co-operative environment, fostering the development of the soul, mind, body and character. Every child has the right to be happy, feel safe and learn.

All members of the College community should regard themselves and others with dignity, courtesy and respect and learn the importance of co-operating in a Christian community with diverse interests and traditions but with a common concern for the well-being of all its members and for the promotion of Christian values.

Classroom management should be based on the following principles:

- The dignity of each individual
- Respect for diversity
- Fairness and natural justice

2. Aitken College Charter
The charter describes the College expectations with regards to teaching and learning within our community. See Appendix 1.

3. Student Code of Conduct
The Student Code of Conduct is a clear statement of what is expected of students. It is placed in each classroom and should be referred to by class teachers.

See Appendix 2.

4. Student Behaviour Expectations
Students are expected to:

- care and cooperate with others
- use polite and acceptable language
- not harass or fight
- respond to teacher instructions
- respect authority of the teacher
- be in attendance at school & school functions
- care for school property and grounds
- play in appropriate places
• move quickly to class when required in an orderly manner

A discipline framework enables students, teachers and parents to recognise where student behaviour is or is not at an acceptable level and provides a procedure to rectify this.

The class teacher plays a vital role in the development of qualities of self-discipline through pastoral care aspects of his/her role. When intervention by a teacher is required, it is essential that justice be done.

Students must be treated fairly and with consistency. Discipline procedures form just one part of a range of processes that are used to provide appropriate pastoral care for individuals within the College.

Students will be encouraged at all times to be responsible for their own behaviour and will be positively rewarded for successfully achieving high standards of acceptable performance. The discipline framework of the College has been established to allow the best possible scope for students to develop qualities of self-discipline, which they will carry through into their later lives.

Students may find themselves in serious trouble because of the nature and circumstances of an isolated incident or because of the ongoing nature of learning problems or behavioural, social or emotional problems. At Aitken College we intend to persevere with students until all reasonable disciplinary or pastoral strategies tried and communicated with parents have shown that nothing further can be done by the College for the student involved.

Strategies used to modify behaviour may include
• Counselling of individuals and families
• Use of Educational Support resources
• Referral to professionals
• Consequences such as detention, suspension or expulsion.

5. Consequences of Misbehaviour

Students must see that there is a logical consequence to misbehaviour. Logical consequences to careless behaviour are a means of guiding the individual towards more appropriate behaviour.

It is recommended that the punishments fit the crime as much as possible, eg. Spitting or graffiti offences require a cleaning or washing task, lateness: reporting early, written apologies for rude or surly behaviour while rubbish collection might provide reinforcement for the need for good behaviour.

Our discipline framework is one in which a student can learn from his/her mistakes and which enables a connection to be made between behaviour and consequences. It is hoped that misbehaviour and breaches of school rules can be settled on a one-to-one basis without recourse to a punishment system. Talking through problems logically, with dignity and courtesy is the most effective way to effect change in behaviour.

Wilful and persistent misbehaviour obviously requires a more serious response than a first offence.
6. Preparatory School Discipline Framework

This model is based on the Assertive Discipline Model.

1. Student receives an initial warning
2. Student’s name is recorded on the board.
3. If the student receives another warning/reminder a ✓ (1st) is placed beside their name. This is equivalent to the loss of 5 minutes from their play time.
4. If the student receives another warning/reminder a ✓ (2nd) is placed beside their name. This is equivalent to the loss of 10 minutes from their play time.
5. If the student receives another warning/reminder a ✓ (3rd) is placed beside their name. This is equivalent to an infringement notice and the student is sent to the HOS.
6. If the child receives another warning after the above during the same day or during the week the parents are contacted by the HOS and the student receives a detention.

On a new day the tick procedure is erased from the board. The teacher begins a new process. The above model may be adapted to meet the needs of the class group.

7. Discipline Matters

In the first instances teachers are expected to deal with discipline issues. Serious offences are to be reported to the Head of School.

Behaviour in Public Places

Students should act in a manner, which will bring credit to themselves and the College at all times. Failure to do so can result in student being sent back to the College and further action taken.

Class Work Not Submitted or Not Completed

It is up to individual teachers to ensure that class work is submitted and is complete. As teachers, it is our responsibility to chase up the work in the first instance and, if this fails, to contact the parents. The College places much emphasis on clear, frequent and open communication with parents.

Parent/teacher conferences can be initiated at the request of either party to discuss work behaviour and a proposed course of action. This should be in consultation with the Head of School.

Breaches of discipline involving academic work should not be confused with behavioural matters unless they become matters of continued disobedience. Individual teachers should use their discretion and take immediate action on homework not done, inadequate or sloppy work, etc. by insisting that the work is completed.

Parents must be made aware when a student requires disciplinary action.

Damage/ Vandalism

Damage to student or school property is unacceptable. This will be treated as a serious offence. Damage to school property must be reported to the Property Manager.
Discrimination and Harassment
Discrimination and Harassment of any kind by students including racism, bullying, sexual harassment will not be tolerated and will be treated as a serious offence. Matters must be brought to the attention of the HOS.

Displays of Affection
The display of affection at school such as holding hands, kissing, etc is not acceptable. Students should be appropriately reprimanded and referred to the Head of School.

Drugs
No student is permitted to have in his/her possession any drug or material classed as a drug either in the school while wearing the school uniform or at College functions or in any circumstances that are liable to bring the College into disrepute. Breach of this rule will be regarded as a serious offence.

Firearms
The possession of firearms, real or imitation, cartridges or explosives of any kind, fireworks, slingshot, peashooters, water pistols and knives is strictly forbidden and will be regarded as a serious offence.

Hiring/ Selling
The hiring or selling of personal property is banned and will be regarded as a serious offence. The lending of personal property to others is discouraged.

Incorrect Uniform
All staff should constantly monitor the way in which students wear their uniform. Staff should speak to students whose uniform is not being worn correctly. Staff will need to give constant reminders and should check uniform at the start or end of lessons. Uniform infringements should be followed up with parents.

Any note written by a parent explaining why an item of uniform is not being worn (eg shoe repairs, blazer being dry cleaned) must be brought to the attention of the Homeroom teacher. It should be communicated to all relevant staff.

Keys
No student may have possession of keys to school buildings or cupboards. This will be regarded as a serious offence.

Safety in Specialist Areas
All staff who teach students in a specialist area (eg. Science, environment, technology, PE, Visual Arts, Performing Arts and IT) are legally responsible for the safety of the students within their charge.

- No student must ever be in a specialist space unless a teacher is present.
- Each teacher will know the location and use of emergency equipment.
- The properties of hazardous chemicals and/or equipments must be known. Risk assessment for practical activities must be undertaken.
- Doors to specialist rooms and preparation areas must be locked when the rooms are not in use.

Any misconduct in a specialist room will be regarded as a very serious offence and dealt with as such.
Mobile Phones

If a mobile phone is brought to school the student is fully responsible for its care and security – the College takes no responsibility for loss or damage. Any student seen using a phone during school hours, may have it confiscated and given to the relevant HOS. Parents may be required to come and collect the phone.

Money and Valuables

Students should hand valuables to their homeroom teacher for safekeeping, otherwise no responsibility will be accepted for their loss. It is preferable that students do not bring valuables to school.

8. Discipline Strategies

The aim of any discipline strategy is to modify behaviour so that it complies with College expectations. Communication with parents, counselling, restorative practice or mediation are all positive strategies for improvement. Referral to the Student Services team may be required in some circumstances.

Parent Communication

Frequent and timely communication with parents via email or other means is strongly encouraged, informing them of both positive and/or negative behaviour.

Report Card

The Head of School may implement a Report Card for monitoring behaviour and will inform parents. The Homeroom teacher, in consultation with the Head of School will monitor progress of the student (Level 1).

If there is no improvement in attitude, the Head of School will make the student aware of the seriousness of the situation (Level 2). Parents are contacted again.

If the unsatisfactory behaviour / attitude continues, the student will come to the immediate attention of the Deputy Principal. Consultation will take place between the Deputy Principal, Head of School, the student and parents. (Level 3)

If behaviour is still unsatisfactory the Principal will be notified. The Principal will consult with the student, his/her parents and the teacher. This meeting may recommend that the student’s needs may be better satisfied away from Aitken College, either temporarily or permanently, for the sake of themselves and the other students. This decision rests with the Principal.

Detention

Staff are encouraged, whenever possible, to impose their own sanctions in the first instance without recourse to detention. However a recommendation can be given to the relevant Head of School for detention to be given. Detentions will only be given for serious breaches of discipline and for wilful and persistent disobedience. Detentions are non-negotiable and compulsory. (Parents have agreed to support our discipline policy).

Teachers may give their own detentions at recess/lunch within what is reasonable.

After School Detentions are held on a weekly basis on Thursdays from 3.15p.m. to 5.00p.m. All after school detentions must be approved by the Head of School who will send a letter home with details.

A minimum of one full day’s notice of the detention must be given so that parents can make alternative arrangements for bringing children home. The reply slip on the
Detention letter must be signed and returned to the HOS. This is to be placed in the student’s file.

Staff rostered to supervise detention must ensure that students are actively occupied with the work specifically set for the detention.

Suspension may result when a student has received more than two detentions for serious breach of discipline.

**Suspension**

The HOS in consultation with Deputy Principal may give a suspension for a serious breach of discipline.

**Enrolment Review**

Review of student enrolment is at the discretion of Principal.

9. **Records of Investigation**

In serious disciplinary matters, staff will complete an incident report and keep records of interview and/or meetings with students and parents. These are to be kept in the student’s file.
Appendix 1.

Aitken College Charter

All members at Aitken College have the right to:

- a safe environment in which to learn and teach
- an environment conducive to learning and teaching
- achieve to their full potential
- be treated fairly, with justice and compassion
- treated with courtesy, respect and politeness
- be heard when asking questions, or speaking to the class
- property, such as books and uniforms, not being interfered with by other members of the College
- a clean and well-kept school environment

As a student of Aitken College I respect the right of other students to:

- learn in an environment conducive to learning
- feel safe in both class and out of class
- be treated fairly, with justice and compassion
- treated with courtesy, respect and politeness
- be able to hear instructions from teachers
- be able to be heard when speaking to the class or asking questions
- have clean and well kept classrooms and grounds

As a student of Aitken College I will respect the rights of every member of the College community by:

- doing my best in all tasks
- contributing to a community where all members feel safe
- extending courtesy and respect to all
- respecting the right of the teacher to teach and the rights of other students to learn
- keeping the school clean and safe
- respecting my own and others’ property

To achieve this I will:

- accept responsibility for the consequences of my actions and decisions
- walk in an orderly manner in the classrooms and in any college building
• line up outside a classroom in an orderly manner when requested
• enter the classroom quietly at the beginning of each lesson and stand behind my chair, and wait for the teacher to greet the class
• listen attentively and complete my work to the best of my ability
• complete all set homework
• submit all work by the due date
• be polite to other students and all members of staff
• respect the school uniform and wear it correctly
• respect the property of the school and the property of other students
• care for the building, furniture and grounds of the school
Appendix 2.

**Secondary Code of Conduct**

Conducting yourself in an appropriate manner with teachers and students will allow everyone to enjoy their schooling and gain the most benefit from classes. Be polite and courteous. Do your part in following the directions below. Your example will encourage others to focus on their schooling, and maintain a pleasant and studious environment.

**Expectations**

1. Every student has a responsibility to:
   (a) give of their best in all activities
   (b) allow others to work free from interruption
   (c) be punctual to class and in completing work
   (d) be prepared for all classes
   (e) show consideration and courtesy to all members of the College community

2. Students will only be in a classroom when given permission by a teacher. If you are late for class you need to report to the teacher and give an explanation.

3. At the beginning of a lesson students are to stand quietly behind chairs. A formal greeting is given by the staff member and students respond appropriately.

4. If a staff member/guest enters the room, when appropriate, the class teacher will direct students to stand and appropriately address the visitor.

5. Students are to address fellow students by their given names and in a respectful manner. They will address all other people by their correct title.

6. All students are to observe silence and conduct themselves appropriately in chapel, during assemblies and at any other time when required.

7. Students must present themselves wearing correct uniform, be neatly groomed and assume a proper posture at the appropriate times.

8. Students are required to ensure the room is in good order at the end of every class.
**Primary Code of Conduct**

Aitken College endeavours to create an environment where everyone feels happy, safe and important by encouraging responsibility for actions and awareness of the need to care for and value the rights of others.

**Expectations**

1. **Every student has a responsibility to:**
   
   (a) give of their best in all activities
   
   (b) allow others to work free from interruption
   
   (c) be punctual to class and in completing work
   
   (d) be prepared for all classes
   
   (e) show consideration and courtesy to all members of the College community

2. Students will only be in a classroom when the teacher is present. If you are late for class you need to report to the teacher and give an explanation.

3. At the beginning of a school day the Junior School students are to stand quietly behind chairs. A formal greeting is given by the staff member and students respond appropriately.

4. If a staff member/guest enters the room, when appropriate, the class teacher will direct students to stand and appropriately address the visitor. This is applicable for Years 4, 5 and 6 students.

5. Students are to address fellow students by their given names and in a respectful manner. They will address all other people by their correct title.

6. All students are to observe silence and conduct themselves appropriately in chapel, during assemblies and at any other time when required.

7. Students must present themselves wearing correct uniform, be neatly groomed and assume a proper posture at the appropriate times.

8. Students are required to ensure the room is in good order at the end of every class.