School Cool Kit

Catch the Wave and Beehave!

September 2009
School Rules

Be Safe

Be Respectful

Be a Learner
At Lethbridge Park Public School we believe that effective discipline will enhance effective learning. We believe that children learn best when students, parents, carers and teachers have a common and transparent understanding of expectations.

Parents and carers are responsible for ensuring their children attend school everyday. They share in the responsibility of shaping their children’s understandings and attitudes about acceptable behaviour.

Teachers have a duty of care to their students and also the responsibility for providing programs which meet the needs of all students.

The school is responsible for communicating with parents and carers about behaviour and educational progress of their students. The school is also active in teaching and role modelling appropriate social skills and behaviours which will not only help them achieve their potential at school, but will also allow them to be active and responsible participants in the community when they leave school.

At Lethbridge Park Public School we have three expectations in all areas of school life.

Be Safe
Be Respectful
Be a Learner
Recognising Student Achievement

At Lethbridge Park Public School, we believe that recognising student achievement plays an important part in creating a positive, effective learning environment. Students are recognised for academic achievement and effort, for demonstrating school rules, expectations and citizenship, and for effort and success in sport.

Caught You Being Good Cards
Students who are ‘caught’ following the school rules can be given a Caught You Being Good card by any member of the staff. These awards are used in any setting outside the classroom such as the office, at sport, excursions and during assemblies. The system allows for individual recognition but also encourages team effort as each class has a target number of cards to collect before choosing a reward activity.

Bronze, Silver and Gold Awards
Each term students are recognised for demonstrating the behaviours and attitudes that contribute to being a safe, respectful learner. Students are first awarded a bronze level badge and certificate and can then progress each term to silver, gold and maintaining gold in term 4. The criteria for each level are set out below.

**Bronze Level** Criteria:
- Care about other people’s feelings
- Obey school rules and class rules with my classroom teacher
- Listen to others when they are speaking
- ‘Have a go’ and attempt all tasks to the best of my ability
- Clean up after myself
- Be responsible for giving notes to my parents

**Silver Level** Criteria:
- Respect other people and be considerate of their feelings
- Display consistent behaviour with all teachers in all situations
- Accept responsibility for my actions
- Be courteous, co-operative, honest and friendly
- Be a positive role model for my peers
- Behave in a manner that allows others to learn
- Be responsible for my own belongings

**Gold Level** Criteria:
- Consider the self esteem of others by the manner in which I speak and act
- Display excellent behaviour with all adults in all situations
- Display self discipline
- Be encouraging, considerate and cooperative
- Display a positive attitude and a high level of application to my own learning
- Be a responsible representative of my school
- Be responsible with school property

Assembly Awards
Merit certificates are awarded at each fortnightly K-6 assembly for class citizenship, effort or achievement in class work. In addition, students in K-2 are recognised for sportsmanship and demonstrating respectful behaviours.

End of Year Presentation Day
Two presentation assemblies are held in term 4 to recognise excellence. At the K-2 assembly certificates and book prizes are awarded by each class teacher for citizenship and achievement and effort in key learning areas. Class awards are also presented at the Primary assembly, along with major sporting awards and Year 6 prizes for ‘Student of the Year’ and citizenship. Students with outstanding attendance for the year receive awards at these assemblies.

Class Awards
Each class teacher has developed incentives that meet the needs of each class.
# LETHBRIDGE PARK PUBLIC SCHOOL EXPECTATIONS

<table>
<thead>
<tr>
<th>Rule</th>
<th>ALL SETTINGS</th>
<th>CLASSROOM</th>
<th>LINES &amp; MOVEMENT</th>
<th>TOILET</th>
<th>PLAYGROUND</th>
<th>ASSEMBLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE SAFE</td>
<td>✓ Wear school uniform</td>
<td>✓ Walk in and around the classroom</td>
<td>✓ Stay in two straight lines behind leaders</td>
<td>✓ Use toilets appropriately</td>
<td>✓ Wear a hat</td>
<td>✓ Use stairs when walking on and off the stage</td>
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<tr>
<td></td>
<td>✓ Keep hands, feet and objects to yourself</td>
<td>✓ Use classroom equipment and furniture safely</td>
<td>✓ Walk at all times</td>
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<td></td>
<td>✓ Be in the right place at all times</td>
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<td>✓ Stay on pathways</td>
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<tr>
<td></td>
<td>✓ Use facilities and equipment correctly</td>
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<td>✓ Keep to your side of the stairs</td>
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<tr>
<td></td>
<td>✓ Move safely around the school</td>
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<td>✓ Carry equipment safely</td>
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<td></td>
<td>✓ Report problems to a teacher</td>
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<td>BE RESPECTFUL</td>
<td>✓ Care for own and others belongings</td>
<td>✓ Consider the rights of others</td>
<td>✓ Be mindful of others</td>
<td>✓ Respect privacy</td>
<td>✓ Ask to join in games</td>
<td>✓ Enter quietly</td>
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<td></td>
<td>✓ Listen attentively</td>
<td>✓ Share and take turns</td>
<td>✓ Move quietly around the school</td>
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<td></td>
<td>✓ Applaud respectfully</td>
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<td></td>
<td>✓ Speak politely to everyone</td>
<td></td>
<td>✓ Wait patiently</td>
<td></td>
<td></td>
<td>✓ Stand still and quietly when required</td>
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<td></td>
<td>✓ Place all rubbish in the bin</td>
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<td>✓ Listen to the assembly teacher</td>
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<td></td>
<td>✓ Be honest</td>
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<td></td>
<td>✓ Follow the instructions of all staff</td>
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<tr>
<td>BE A LEARNER</td>
<td>✓ Try your best at all times</td>
<td>✓ Use time effectively</td>
<td>✓ Play ends when the first bell rings</td>
<td>✓ Make sensible choices about what and where to play</td>
<td>✓ Solve problems whenever possible</td>
<td>✓ Learn the National Anthem</td>
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<td>✓ Be a team member</td>
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<td>✓ Work cooperatively with others</td>
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<td></td>
<td>✓ Be prepared</td>
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<td>✓ Model appropriate behaviour for others</td>
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<td></td>
<td>✓ Accept awards proudly</td>
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Behaviours of Concern

At Lethbridge Park Public School we have systems in place to make sure that unacceptable behaviour in the classroom and playground is dealt with effectively and fairly. Our aim is to provide a happy, safe and respectful school environment where all students can learn.

- Minor incidents in the playground are managed by the teacher on duty who then completes an incident report slip or “blue slip”. The slips are noted by the class teacher and filed.

- Time-out in the playground or classroom, walking and talking with the teacher while on duty or being referred to an assistant principal are consequences used for minor incidents.

- Lunchtime in the time-out room with an executive staff member is used as a consequence for ongoing behaviours or serious incidents. The student discusses their behaviour with the teacher and identifies the rule they need to follow on the School Expectations chart. A letter is sent home to inform parents and carers of the area of concern.

- A formal caution letter and suspension from school for serious breaches of discipline are applied at the principal’s discretion and in accordance with the NSW Department of Education guidelines. Major behaviours of concern include: persistent racism or harassment towards other students or staff, violence, persistent disobedience, vandalism and possession of a weapon or drugs.
At Lethbridge Park Public School we believe all children have the right to learn in a safe and friendly environment. Students are taught a three step response to bullying which aims to build their capacity to solve problems and to know when to seek help from an adult:

**STOP**
Stand tall and tell the bully to stop.

**WALK**
Walk away and get on with your day. Don’t give the bully your attention.

**TALK**
If you have tried STOP and WALK and the bullying continues, ask for the help from a teacher.