



Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

SCHOOL RULES POLICY

Rationale

School rules exist for the safety of all within the community. At all times the school rules and their enactment should be consistent with Gospel values.

Principles

1. Attendance at school prior to the 8.30am.
 - a. Children should not be on the school premises prior to 8.30am.
 - b. Children who arrive prior to 8.30am remain in the care of their parent/guardian and must go to the Drop Off / Pick Up Area where they are to remain seated. **No supervision will be provided prior to 8.30am and parents remain responsible for their child/ren until 8.30am.**
 - c. An absentee note / email must be filled out by the parents if a child is late or absent.
2. Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/ guardian or their confirmed nominee.
3. Between 8.30am and 8.40am
 - a. Children are to go to their classrooms:
 - i. No sports equipment is to be used.
 - ii. The fixed play equipment is not to be used by either students or siblings.
4. Children must be in class and ready for lessons to commence when the bell rings at 8.40am. (Under the Education Act 1999 students are required to be in class on time for lessons to commence at the start of the day.)
 - a. Parents of children who are late for school are required to provide written explanation or a Late Note requesting an explanation will be sent home with the child. (Appendix A)
 - b. Where a child is regularly late for school the Principal will commence a process with the family, to address the concern.

Guideline for teachers:

After three late notices have been sent out to the parent, the teacher will notify the principal. The principal will call a meeting with the parents and will enact a process to enforce the appropriate sections of Schools Education Act 1999.

5. All forms of bullying are unacceptable and will be dealt with according to the school's Harassment Bullying and Harassment Discrimination Policy.
6. Fighting and other actions that may cause harm to others are unacceptable therefore children should not:
 - a. Touch, carry, grab or demonstrate aggression towards their peers.
 - b. Throw any object – excluding appropriate sports equipment
7. For the safety of all children, all bicycles will be walked while on the school grounds.

8. School environment, property and equipment shall be respected at all times.
9. All students shall wear the appropriate school uniform on accordance with the School Uniform Policy.
No child shall be permitted to attend any excursion unless in correct school uniform or in the clothing designated by the organiser.
 - a. Whilst in school uniform or when representing the school in any manner, the highest standard of behaviour is expected.
 - The school uniform must be worn correctly.
 - Failure in wearing the correct school uniform will result in a uniform note sent home for parents to sign and complete (*See Uniform Note*)
10. Playground and class rules shall be followed at all times. It is the responsibility of the class teacher to regularly remind the students of these rules through classroom discussions and displays.
11. To facilitate the provision of safe play the children are asked:
 - a. To play in the following areas:
 - i. Years 1 –2
 1. The Under Cover Area
 2. The Junior Playground
 - ii. Years 3 - 6
 1. The veranda areas outside the W side classrooms in the senior block
 2. Basketball court and the school oval
 - iii. Years 1 – 6
 1. Library is open at lunchtime on Wednesday
 - b. Not to:
 - i. Enter any of the garden areas
 - ii. Go on the embankments:
 1. Parallel to Altone Road
 - iii. Be in the library or classroom unless in the presence of a staff member
 - iv. Children are not allowed to play between the Junior Primary and the Pre-Primary Buildings
 - c. Veranda safety rules:
 - i. Running on the concrete under the verandas and in the Under Cover Area is dangerous and therefore not permitted.
12. To support the school in the provision of the best environment possible children shall not:
 - a. Litter
 - b. Have chewing gum at school
13. “No Hat No Play” Rule.
 - a. Applies all year round
 - b. Children are not required to wear their hats going to:
 - i. The Church
 - ii. Under covered area
 - iii. Music Room
 - iv. Computer Room

At these times the children are in the sun for very brief periods and having a hat can cause distraction for the child.

- c. A child without a hat is permitted to be in:
 - i. The Under Cover Area - if in the junior grades
 - ii. Under the verandas if in the senior grades
 - iii. In the Library
 - d. Class teachers will establish an appropriate process to deal with children who repeatedly fail to bring their hat to school.
14. Personal games, toys and sports equipment tend to be expensive and treasured by the owner and as the school cannot guarantee the safety of the items they should not be brought to school.
15. Good Shepherd Catholic School is a NO SMOKING site in accordance with the Catholic Education Commission Policy.

Procedures

The consequences will be determined by the staff member dealing with the incident, following an appropriate investigation, and may include consequences such as:

- Verbal Warnings
- Being assigned a "Behaviour Slip" to sit on the bench away from peers at recess and/or lunchtime or be sent to another class. (Appendix B)
- Completion of a "Think Sheet" (Appendix C)
- "Failure to Complete Work" Note will be sent home to parents asking for a reason why their child is not completing the assigned work that was given by the teacher. (Appendix E)
- Parents being notified

Parents are partners in the education of their children and where possible will be notified of serious breaches of this policy and where appropriate consulted regarding suitable consequences.

The consequences for repeated or serious misbehaviour may result in consequences including, but not limited to:

- Being sent to the Principal, or their delegate
- A letter to parents
- Parental meeting with the Principal, or their delegate
- In-school suspension / detention, where the child remains in the School Office block for a set number of days to complete their school work
- Suspension from attending school for a set period

Each incident and disciplinary consequence will be determined by the merits of the case and in accordance with processes outlined in this policy. A copy of the completed Think Sheet will be forwarded to School Secretary who will maintain the school's Discipline File as The Principal's delegate.

Appendix A



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..... was late for school this morning.

Under the Education Act I am required to remind you of your obligation to have your child in class by the commencement of school by 8:40am each day.

I am required to ask that you complete this form or provide a letter of explanation each time
..... is late for school.

Please complete the form below and return it to school by tomorrow.

Yours sincerely

.....

Class Teacher

.....

Principal or Delegate

Date:

(Please return to the class teacher)

My child (Child's Name) was late for school because

.....
.....
.....

Parent's Signature

Date:

Appendix B



Behaviour

Bench

Classroom

Students Name _____

Class _____

Monday

Tuesday

Wednesday

Thursday

Friday

Reason

Teacher Name: _____

Date: _____

Duty Teacher: _____

Date: _____

Parent Signature _____

Date: _____

Appendix C



Think Sheet

Child's Name: _____ Class: _____ Date: _____

Please write down your version of what happened:

Who else saw what happened?

Write down the School or Class Rules you have broken:

Teacher Signature: _____ Parent Signature: _____

Date: _____ Date: _____

Appendix D



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Dear

Your child has failed to complete assigned work on time.

The work in questions is:

.....
.....
.....

This work was due to be handed in on

Please discuss the importance of completing work of the best standard possible with
.....and ensure the work is submitted by
.....

Please complete the form below and return it to school by tomorrow. Should you wish to discuss this further, do not hesitate to contact me.

Yours sincerely,

.....

Teacher

Date

Principal or Delegate

PARENT COMMENT (if you wish)

.....
.....
.....

Parent Signature:

Date: