



# Red Bend Catholic College

## STUDENT WELLBEING POLICY

All policies, protocols and procedures flow from the Red Bend Mission and Vision Statement:

Red Bend Catholic College inspires an inclusive and engaging Catholic education in the Marist tradition, nurturing enlivened Christians who are audacious, resilient and ethically informed global citizens.

Red Bend Catholic College fosters educational excellence within a Christian environment. Through our Marist charism, we engage minds, hearts and spirits, inspiring our students to live well-rounded, ethical lives of respect, service and compassion.

The College community invigorates critical thinking and interdependent learning in our students. Our students thrive in a safe environment which nurtures wellbeing and a sense of belonging. We promote Catholic values through our family atmosphere and community partnerships, where Jesus Christ is known and loved.

### THE AIMS OF THE STUDENT WELLBEING POLICY

The wellbeing of children and young people is enhanced and their learning outcomes optimised when they feel connected to others and experience safe and trusting relationships. Students who feel connected, safe and secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Educators who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

*(Australian Student Wellbeing Framework)*

#### **At Red Bend Catholic College:**

We recognise that the School plays an important role in assisting students to become responsible citizens with a commitment to personal, peer and community wellbeing and the skills and confidence needed to make valuable social contributions.

Consequently, our School rules, expectations and responsibilities reflect the themes of:

- Creating positive relationships between all members of our community.
- Allowing optimum learning to occur.
- Fostering the growth of mutual respect.
- Valuing Self and Others
- Promote Catholic values through our family atmosphere and community partnerships

We consider the above to be essential life skills and also important characteristics to enhance student wellbeing, so when at times when these characteristics are not put into practice then the school must deal with such behaviour. Behaviour Management at the College is based on the understanding that, by reinforcing appropriate behaviour, we are modelling and teaching the standards of behaviour expected as well as encouraging intrinsically motivated positive behaviours. It is the staff's commitment to this understanding that facilitates the development of the caring, supportive environment within the School.

Teachers have a duty of care and accept responsibility for the wellbeing of all College students. The teachers will assist students to reflect on their behaviour; they will challenge them to explore better ways of relating to others and dealing with conflict. At times the teachers will affirm them; at other times they will correct and encourage them to reflect on their actions. At all times they are helping them evaluate the effects their behaviour has on them and others.

The College strives to develop self-discipline in its students. This is based on justice, self-esteem and reconciliation. The teachers are very aware of the importance of self-discipline when they apply consequences to a student. Students should accept any such consequences in the spirit in which they are applied, which will help them develop better self-discipline.

Student Wellbeing at Red Bend is underpinned by the following rights and responsibilities as it is the right of all members of the School community to experience a safe, pleasant, connected and supportive learning and teaching environment.

## Students' Rights

RIGHTS	RESPONSIBILITIES	APPLICATION
I have the right to a Catholic education	<p><i>I have the responsibility to:</i></p> <ul style="list-style-type: none"> <li>participate in the liturgical life of the College</li> </ul>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>attend liturgical celebrations</li> <li>support the prayer life of the College</li> <li>participate in retreats, Mission Week etc.</li> <li>respect and demonstrate the Christian way of life through my attitude, actions and words</li> <li>behave in a Christian manner and care for others</li> </ul>
I have the right to learn and achieve my potential	<p><i>I have the responsibility to:</i></p> <ul style="list-style-type: none"> <li>be prepared for class</li> <li>be active in my learning and College activities</li> <li>cooperate with teachers and others</li> <li>not interfere with the learning of others</li> <li>be tolerant of the learning of others</li> <li>seek information for myself from appropriate personnel/sources</li> </ul>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>have the books and equipment needed for after class and see the SSO prior to class if any items are needed.</li> <li>have required work up to date</li> <li>be at school and class on time</li> <li>obey classroom and College rules and procedures</li> <li>meet with the Curriculum Coordinator and/or Careers Advisor to determine the best choice of subjects</li> </ul>
I have the right to be treated with respect and fairness and to be accepted as an individual free of discrimination	<p><i>I have the responsibility to:</i></p> <ul style="list-style-type: none"> <li>treat others as I would like to be treated</li> <li>show respect to those in authority</li> </ul>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>make a positive contribution and respect opinions of others</li> <li>seek or offer help when it is needed</li> <li>not engage in verbal or physical assault, intimidation, bullying or provocation</li> <li>not engage in racist, sexist or other discriminatory language or behaviour</li> <li>not harass others or be a victim of harassment</li> <li>be tolerant and understanding of people with disabilities of any kind</li> <li>respect the confidentiality of information</li> <li>see the House Coordinator if I witness or are involved in concerning behaviour.</li> </ul>
I have the right to be informed of and contribute to the life of the College	<p><i>I have the responsibility to:</i></p> <ul style="list-style-type: none"> <li>actively participate in College matters</li> </ul>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>be punctual and attentive at assemblies, homeroom and during classes</li> <li>take notes home as required</li> <li>make it my business to find out what I need to know</li> <li>keep parents informed of College information-sharing opportunities, e.g. parent-teacher interviews</li> </ul>
I have the right to a clean, healthy and safe College environment	<p><i>I have the responsibility to:</i></p> <ul style="list-style-type: none"> <li>keep classrooms, toilets and grounds clean and orderly</li> <li>use equipment safely and appropriately</li> <li>have pride in the College environment</li> <li>care for my own property and that of others</li> </ul>	<p><i>I will:</i></p> <ul style="list-style-type: none"> <li>leave chairs and tables tidy and clean</li> <li>dispose of waste appropriately</li> <li>not deface, or damage furniture, rooms, equipment or the property of others</li> <li>respect the College's non-smoking policy</li> <li>not spit, smoke, chew gum or have drugs, alcohol or weapons on the premises</li> <li>label my own property and make sure it is in a safe place</li> <li>not borrow the property of others without permission</li> </ul>

### Staff Members' Rights

- All staff have the right to find fulfilment in their chosen vocation.
- Teach without interference or disruption, whether from students or from unannounced variations to routine.
- Meet the learning needs and aim for the maximum academic, social, physical and spiritual growth of each student.
- Applying appropriate consequences as necessary.
- Support from other teachers, House Coordinators, the Director of Students, the Deputy Principal, Principal, and from the parents or guardians of students.

### Everyone's Rights

- All students, staff, parents and visitors have the right to be treated with dignity and respect.
- All students, staff, parents and visitors have the right to be free from harassment, physical abuse, emotional abuse and verbal abuse.
- All students, staff, parents and visitors have the right to be communicated with clearly, politely and respectfully.

### Responsibilities flowing from the rights above:

- Creating a positive learning environment and work ethic.
- Behaving in an appropriate way in class and out of class
- Interacting positively with all members of the School community
- Ensuring that the uniform is worn with pride
- Taking pride in appearance and grooming
- Respect for the personal property of each person
- Using the internet, email and mobile phones appropriately
- Ensuring that RBCC is smoke, alcohol and illegal drug free

**\*\*\*Corporal punishment is not permitted in any form at Red Bend Catholic College nor do we countenance the use of corporal punishment by parents in response to school based incidents.**

With the above principles in mind, Student Management procedures at the College are as follows.

### REWARDS FOR POSITIVE BEHAVIOURS

- Classroom teachers should use the Student Handbook pages during their lessons to note good behaviour or work.
- Teachers will reward outstanding efforts and achievement with Merits. Merits are awarded for meritorious conduct, attitude or application to work.
- In addition a Platinum Award will be presented on Prize Giving Day to the student in each House that receives the greatest number of merits in each House.

### THE AWARD SYSTEM

25 Merits	=	Blue Award
50 Merits	=	Bronze Award
100 Merits	=	Silver Award
150 Merits	=	Gold Award – Presented on Presentation Day

## **'BE YOUR BEST'**

At Red Bend Catholic College we strive to provide quality Catholic education in a safe and stimulating learning environment. We encourage students to become respectful and responsible lifelong learners always aiming to 'Be Their Best'.

'Be Your Best' reinforces and supports our Behaviour Management and Student Welfare practices, our Restorative Practices approach and our current Merit/Demerit processes. 'Be Your Best' is about teaching and rewarding positive behaviour.

The 'Be Your Best' strategy promotes, Being an Active Learner, Being Responsible, and Being Respectful.

## **AWARD SYSTEM – HOW DOES IT WORK?**

The staff will use a token reward system with the following specifications:-

- Each teacher is given tokens to give out to students as a reward for positive outcomes demonstrated that are in line with the focus at that time.
- When a student receives a token they need to write their name and house on that token and place in the boxes in the House Coordinators office.
- At the end of each term a draw will be completed at assembly where a token is drawn out of the boxes from each house. The winner will receive a prize for their efforts.
- At the end of the year all student tokens will be put into a major draw for a prize to be drawn in each house.

## **RESTORATIVE PRACTICES**

Management of students at Red Bend follows a Restorative Practices approach. This is a way of viewing relationship-building and behaviour management of students that works to strengthen community among students and between students, teachers and parents, through educative processes.

**The Restorative Approach, starts from a different set of questions:**

- What happened?
- Who has been affected?
- What needs to happen to repair some of that harm?
- What to do differently next time to avoid the situation

**A Restorative Approach.....**

- Encourages students to appreciate and understand the consequences of their actions for others
- Enables students to make amends where their actions have harmed others
- Requires students to be accountable for their actions
- Encourages respect for all concerned
- Is not an absence of consequences – it's about natural and logical consequences

## **INAPPROPRIATE BEHAVIOUR**

Classroom teachers may use your Student Handbook page for their lessons to comment about inappropriate behaviour and/or lack of work and issue Demerits.

**Non-Academic offences which occur inside or outside the classroom are:**

- Disruptive behaviour during lessons
- Bullying, fighting, abuse, victimisation

- Stealing, vandalism, littering
- Anything to do with cigarettes, alcohol or drugs, including smoking in town in school uniform
- An attitude of indifference, such as persistent lateness to classes; loitering or wandering around the yard during lesson time without a note from a teacher
- Insolence, disobedience, obscene or offensive language
- Truancy
- Being out of bounds
- Misbehaviour on buses
- Over-affectionate behaviour (eg. Kissing) that is inappropriate in a school setting

#### **DEMERITS**

- A student who gains three (3) demerits in one day will be sent to their House Coordinator.
- A student who gains five (5) demerits in one week will be sent to their House Coordinator and receive a further consequence (eg. Detention).

#### **LUNCH DETENTIONS – FRIDAY**

- The House/Faculty Coordinators will advise students in writing if they have a lunch detention and when and where they are to attend it.
- Lunchtime detentions commence at ten minutes after the start of lunch in Room 23. Lateness or absence, without sufficient and written reasons, may incur further lunchtime detention. If students miss any of these then they may be required to attend a Tuesday Detention. Lunchtime detentions normally take precedence over sports practices, meetings and extra-curricular activities. Detention concludes at five minutes before the end of lunch. If a student's behaviour during detention is not appropriate, the teacher on detention will ask them to leave. The House/Faculty Coordinator will be informed and another detention may be issued.
- If a student is required to attend an excursion or similar activity during the specified lunchtime detention period, then they must inform the teacher issuing the detention. If a student is unaware of this activity or forget to tell the teacher at the time, they remedy this situation when they return to school. The detention may then be transferred to the following Friday.
- Failure to attend lunchtime detentions may firstly result in an additional lunchtime detention. Continued failure to attend another lunchtime detention may result in Tuesday afternoon detentions.

#### **TUESDAY DETENTION**

- These may be imposed by your House Coordinator/Faculty Coordinator for certain offences or for numerous uniform detentions.
- These detentions start at 3.30pm and finish at 4.30pm.
- Day students are required to arrange their transport home.
- The House Coordinator/Faculty Coordinator, Director of Students or Deputy Principal will inform the parents and the student by letter prior to the Tuesday Detention. If students misbehave in detention or do not attend to the task given, further action will be taken.
- If you miss a Tuesday detention the parents will be contacted by phone the next day. Students will be required to attend another detention.

#### **INTERNAL SUSPENSION**

Students may be placed in isolation if their behaviour warrants this. The parent/guardian(s) will be informed of this. Isolation will always entail being given written work which is to be completed to an acceptable standard.

Students will be required to:

- Sit and work in the House Coordinators Office or the Time Out Room adjacent to the Director of Student's Office where they will continue to do school work that has been provided to them from their teachers.

#### **EXTERNAL SUSPENSION**

- If a student is suspended from school the student will be required to complete an amount of written work which will need to be shown to the Deputy Principal and/or Director of Students upon returning to the College and may be placed on a monitoring sheet for two weeks.
- On completion of an external suspension the student will be required to attend a meeting with the Principal.

#### **UNACCEPTABLE BEHAVIOUR IN THE CLASSROOM**

This is dealt with in these ways:

- Students may be sent from class to the Student Services Office with a **red card**. This indicates unacceptable behaviour in class and the student will be seen by the Director of Students or the Deputy Principal . This will then be followed-up by the House Coordinator. Parents/carers of the child will be notified by the House Coordinator via a message in the student handbook, email or phone call.
- **Teacher detentions.** Teachers may require students to attend detentions which they or Faculty Coordinators supervise. Students will be told by their teachers when and where to attend this detention. These detentions will be advised to the relevant House Coordinator. If students know that they have a Lunch Detention, or some other commitment which prevents them from attending the Teacher Detention, **students must tell the teacher in advance of their detention**, then arrange to report at another time that suits both the student and the teacher.
- Lunch detention will occur for no more than 20 minutes to allow students time to eat and go to the toilet.
- Failure to attend a Teacher Detention, without a good reason supported by a note from a staff member, will result in further action.
- **Unsatisfactory Progress** - For persistent academic omissions or offences, the teachers will forward an "Unsatisfactory Progress" letter to the parents or guardian informing them of the problem(s). Once this letter is sent teachers may write unsatisfactory grades or comments on the student's school report if the student does not improve their application to their work. "Unsatisfactory Progress" letters also ask the parents/guardians to check the student's books, Student Handbook and assignments more closely and regularly.
- **Continued Unsatisfactory Progress** - If parents/guardian receive two or more "Unsatisfactory Progress" letters from any of their teachers, another letter is sent home warning the parents that the student's academic progress is causing serious concern, and requesting the parents/guardians to attend an interview at the College with the students teacher(s), Faculty Coordinators and Director of Staff and Curriculum to discuss the problem. The student may have to attend this interview.

## **PREVENTION AND MANAGEMENT OF BULLYING, DISCRIMINATION AND HARASSMENT**

The College is committed to developing a greater awareness and addressing problems associated with bullying, harassment and discrimination.

### **BULLYING DEFINITION**

Bullying can happen anywhere – at home, with friends, in a group, at school, on the bus or at school. It's being mean to someone **over and over again**. Bullying is when someone or a group of people who have more power than you, **repeatedly** use words or actions to hurt you.

Bullying is when someone tries to harm, humiliate or distress you or other student/students. There is a power imbalance involved and the bully's behaviour impacts on the bully and the victim.

Bullying may be verbal, physical, social or psychological and includes but is not limited to the following:

- Physical - Poking, hitting, punching, kicking, spitting, tripping or pushing someone, breaking someone's things, pulling faces or making rude hand signals
- Verbal taunts -Name calling, teasing, putting someone down, threatening to cause someone harm
- Social - Lying, spreading rumours, playing horrible jokes, leaving someone out on purpose, embarrassing someone in public, Extortion or stealing of money and possessions
- Cyberbullying - Using technology to hurt someone else by sending hurtful messages, pictures or comments.This can occur during or after school hours (using any form of Information Communication Technology, for example text messaging, Facebook, Twitter, email etc.)

### **IF YOU, OR SOMEONE YOU KNOW HAS BEEN BULLIED YOU SHOULD REPORT IT BY**

- Notifying a staff member, House Coordinator, Director of Students or the Deputy Principal
- Giving a note to a teacher
- Seeing a staff member
- Talking to parents/carers
- Confidential Email - [ashleyhogan@redbendcc.nsw.edu.au](mailto:ashleyhogan@redbendcc.nsw.edu.au)

*\*\*\*When events are reported they will be treated with the strictest confidence.*

## **DISCRIMINATION/HARASSMENT**

### **The Law**

**The Commonwealth Sex Discrimination Act and the New South Wales Equal Opportunity Act make sexual harassment and all forms of discrimination unlawful.**

- Harassment, intimidation, bullying and racist behaviour create a hostile and offensive environment in which both males and females can be victims.
- For behaviour to constitute harassment it must be unwanted and uninvited. It may be just one incident or a series of incidents.
- Any use of sexist, racist, intimidatory, or other discriminatory language or behaviour, which might be deemed so, are totally unacceptable.
- Red Bend Catholic College is totally opposed to harassment in any form and will take appropriate action necessary to overcome any occurrences, which cause disadvantage or distress to any member of our school community.

## **OTHER ISSUES RELATING TO STUDENT MANAGEMENT**

### **OUT OF CLASS**

If a student is out of class, they must carry their Handbook and it must be signed by their teacher or another appropriate member of the school staff. Students who do not have signed permission will be sent back to class.

### **SEARCHING BAGS / LOCKERS**

The College reserves the right for lockers to be searched if deemed necessary. This would only be done by the Executive members or delegated staff. Where practicable another member of staff will be with them.

### **USE OF PHONE**

- Students needing to make phone calls between 8.45 am and 3.20 pm should report to the SSO. Permission to use the school phones will be given on a case by case basis and only in exceptional circumstances.

### **MOBILE PHONES / IPODS, MP3 PLAYERS**

- Students are NOT to use mobile phones / iPods / MP3 Players at school.
- If these are at school, teachers will confiscate them. As soon as practicable, confiscated items are to be brought to the SSO by the staff members who have confiscated them. The SSO staff will label the item with the students' name and place it in their file.
- Confiscated items will be retained for a period of 1 days or at the Deputy Principals discretion.

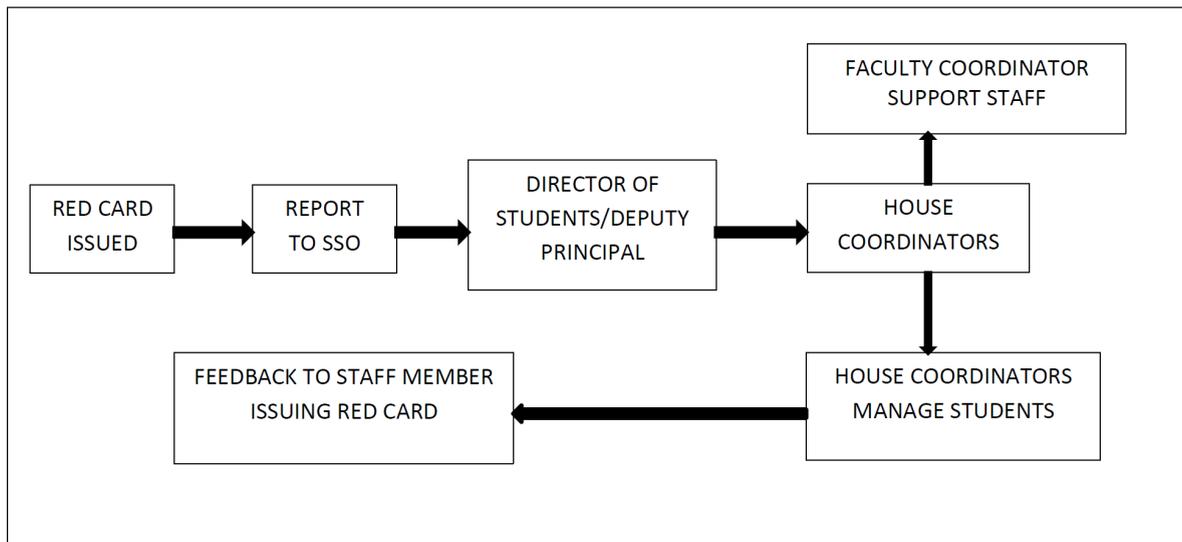
### **TRANSPORT TO AND FROM SCHOOL**

- Student movement to and from school is by bus or parents/guardians. Any exception to this must be confirmed by the College. Students who have a driver's licence may obtain permission from the Deputy Principal to drive to and from the College. Any passengers must also obtain permission from the Deputy Principal. Forms are available from the SSO.

### **USE OF HEALTH CENTRE**

- A student must have their Handbook signed by the relevant supervising teacher and signed by the Health Centre staff on their return.

## THE RED CARD PROCESS



## SUGGESTED DEMERIT CONSEQUENCES

- 3 Demerits / Day = Sent to their House Coordinator / Isolation
- 5 Demerits / Week = Detention
- 10 Demerits / Term = Warning Letter Home and Conduct Sheet
- 15 Demerits / Term = Conduct Sheet and / or Interview with Parents

*\*\*\*A student carrying a conduct sheet will have this sheet checked near the end of the school day. 'Unsatisfactory' ratings for application, conduct or punctuality will normally result in further consequences.*