

The page features a decorative graphic on the right side consisting of three overlapping circles in shades of blue, arranged vertically. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the circles and the text.

Student Behaviour Management Policy

WYNDHAM COLLEGE

Updated November 2017

Statement of Purpose

Wyndham College is a more adult learning community whose shared vision involves:

- Promoting success and innovation in a joyful environment
- Striving to meet the educational needs of all students
- Focusing on the educational and welfare needs of students and staff
- Providing students with access to a variety of educational opportunities
- Encouraging staff, students and the community to work together to widen horizons
- Enhancing Precinct and collegiate partnerships to provide students with a seamless learning pathway
- Promoting leadership in pedagogy, welfare and learning partnerships
- Encouraging staff and students to strive to achieve beyond their perceived potential

In order to offer an environment and conditions in which this vision can be realized it is essential that the College has in place a system that promotes self discipline and orderly conduct. The message of mature and respectful interaction is conveyed through processes and instruction both from teacher to student and between students.

Objectives

Wyndham College enhances its more adult learning environment through:

- valuing and providing opportunities for all students to develop the skills involved in positive relationships, social responsibility, problem solving and conflict resolution.
- establishing a clear Code of Conduct, a philosophy statement (The Wyndham Way), and attendance monitoring procedures which are understood by all college community members;
- maximising student participation in decision making and ensuring that principles of equity and fairness in all aspects are reflected in college practice;
- recognising the relationship between student and staff welfare and ensuring that staff welfare is also a priority;
- providing resources and opportunities for students to gain leadership experience.

Outcomes

- The College will be a calm, ordered, mature and cohesive learning community where individuals respect one another, take responsibility and work together towards achievement.
- All members of the College community will enjoy the benefits of a safe school environment, free from unruly behaviour.
- The College will be an inclusive environment reflecting the just and agreed values of the community and welcoming community participation in the life of the school.
- The students will be respected, supported and participate in all aspects of College life.

Discipline Code – Wyndham College Code of Conduct

Wyndham College has developed the following Code of Conduct with the assistance of student representatives.

Students sign a copy of this Code (see Appendix 1) as a contract they make with the school upon their enrolment. The contract is thoroughly explained to them by a member of staff. A second copy is sent home to be signed by their parent/ caregiver (see Appendix 2). Both copies are lodged in the student's file.

The Code is as follows:

As a student of Wyndham College, Nirimba, I will:

RESPECT the rights and property of others.

BE TOLERANT and AWARE of the different needs, abilities and opinions of others

CARE for our environment—college equipment, furniture, buildings, recreation areas and the physical environment around the college.

PARTICIPATE to the best of my ability in all college activities. Strive for excellence.

CO-OPERATE by following instructions of people in authority to promote effective learning.

PROMOTE a positive image of myself and my college.

BE RESPONSIBLE for my actions. Be truthful, courteous, co-operate and use common sense at all time.

ENSURE the safety of all members of the college and endeavour to provide a happy and secure college.

WEAR COLLEGE UNIFORM as determined by the college community and maintain a pride in my appearance.

SET A POSITIVE EXAMPLE and be a helpful member of the college and the community.

Strategies to promote positive student behaviour

Quality Teaching and Learning

Practices which foster positive discipline are an essential part of our College's behaviour management. These practices include:

- The provision of an appropriate curriculum that meets the needs of all Wyndham College students, including enrichment and remediation programs.
- Teachers promoting a classroom climate which fosters mutual respect and valuing of people's differences.
- Encouraging all students to achieve their potential by learning to the best of their ability.
- Providing a range of teaching strategies and learning activities that create a learning environment where all students can succeed as both independent and cooperative learners.

For example:

- Group work
- Peer tutoring
- Provision of homework, extension and remediation work
- Use of support personnel, e.g. Support Teacher Learning (STLA), English as an Additional Language or Dialect (EAL/D) Teacher, Welfare team members, Counsellor.
- Consistently recognising and commending students' effort and achievement at individual, class, faculty and whole College levels
- Maintaining an attractive and stimulating classroom environment
- Use of effective classroom management techniques
- Provision of training and development activities
- Regular liaison with parents regarding the progress of their young adult
- Staff modelling of consistent, caring and calm behaviour and peaceable dispute resolution practices.

Explicit instruction eg. Assembly conduct, Transition program

Teachers explicitly address their expectations for student conduct in their classrooms, in the grounds and at formal assemblies and year meetings. As part of the orientation of incoming Year 11 students, workshop sessions are devoted to explaining the College's expectation of senior students.

Professional Relationships between teachers and students with an emphasis on student welfare

The staff of Wyndham College engages in professional dialogue with students to establish positive relationships founded on the basis of ***Respect, Responsibility and Achievement***. All staff share a genuine concern for student welfare and are aware that matters that compromise the welfare of students can manifest in misbehaviour. Teachers refer matters of concern to Year Advisers, the School Counsellor and the Deputy Principals and Principal as appropriate in order to support the welfare needs of students. This is outlined in the College's Welfare Policy.

Student Handbook

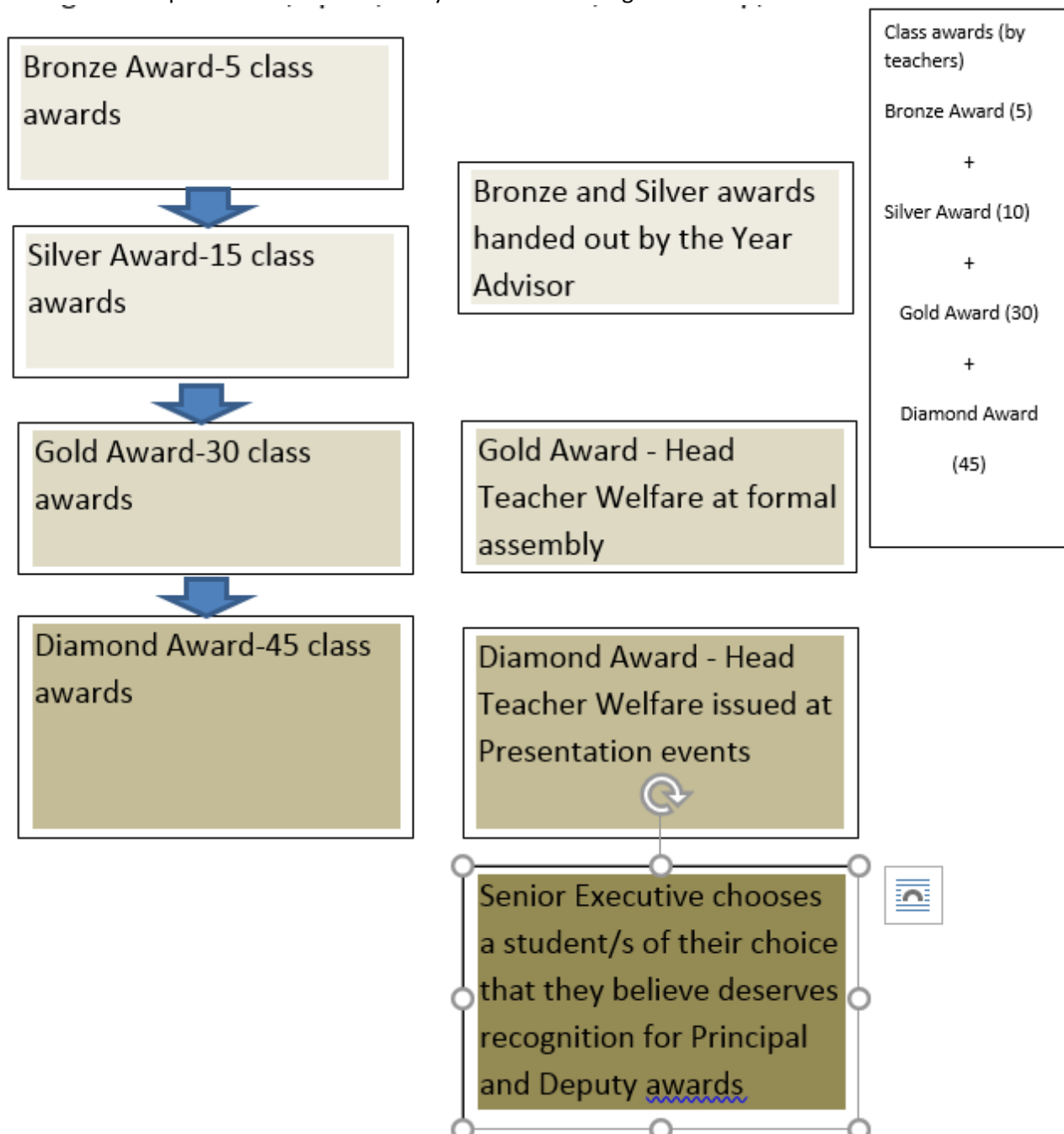
The advice provided in the student handbook which appears in the front of the student diary explains in clear and simple terms the Rights and Responsibilities of a Wyndham College student, Frequently asked questions (about smoking, leaving the premises and the wearing of uniform), The Wyndham Way and the structure of the Awards System.

Strategies to recognize and reinforce student achievement

Wyndham Awards System

The effort and/or achievement of students are recognized by staff through the Awards System. Students earn points, as nominated by staff throughout the year in the following areas: Academic, Sport, Citizenship and Extracurricular activities.

Points are represented physically in the form of a merit certificate and points are centrally logged in a database. As these points accrue students may earn the following awards:



These awards are publically bestowed at formal assemblies held throughout the year. In addition to this the College principal invites award winning students to a morning tea or acknowledgement luncheon to further commemorate their successes.

Promoting and displaying quality work in the classroom and other locations around the College, Performing Arts Nights

Student artwork and major works in ceramics, textiles, construction, D&T and IPT are displayed around the College as part of the interior decoration in the Administration and Staffroom areas.

Exhibition of student works occurs at the annual Art Breakfast and at other locations prior to submission for HSC marking.

MADD (Music Art Dance Drama) Night occurs at the end of Term 2 each year to showcase student talent in performing arts. Music and Drama students hold Work in Progress nights throughout the year. Each of these events is publicized and parent and community members are encouraged to attend.

School Assemblies

This is the venue for the distribution of award certificates and reporting on the successes of students both within the College and representing it elsewhere.

Letters of Commendation

These are generated by teachers at their own discretion through the Academy system and sent home to attest to the recognition of achievement, improvement and/or effort applied in the classroom or other outstanding participation in school activities.

Wyndham Whispers Articles and public press releases

The College's Parent and Community newsletter, The Wyndham Whispers, is published and distributed twice a term to report on the opportunities open to students and celebrate publically the achievements, effort and learning experiences of students. The achievements of students are also shared with the local community through press releases to The Blacktown Advocate, The Blacktown Sun and The Rouse Hill Times. These articles are also signposted, while current, in the College library and Administration foyer.

Facebook & Website

The College uses social media to inform the school community and celebrate the successes of our students.

Participation of students in working parties and committees

Students at Wyndham College who demonstrate the capacity and required inclination can be invited to participate in College operations committees in the area of finance, the library, indigenous education and the environment. In these roles they are able to foster leadership and management skills and understandings.

Celebration of HSC Achievement Ceremony

A formal assembly is held each February for invited candidates from the previous year's cohort who have achieved outstanding results in the HSC. These students are publically acknowledged and their future directions celebrated before the current student body.

Strategies and practices to manage inappropriate behaviour (overleaf)

Sentral recording

As the scaffold below outlines, the staff member who is involved in the final stage of managing a behaviour incident is required to make edit and ensure the accuracy of the Sentral **into the Sentral database**. This means that cross faculty and longitudinal data on student behaviour can be obtained by Year Advisors, the Deputy Principals and Principal.

Anti Bullying Policy

At Wyndham College bullying is taken seriously and is not acceptable in any form. Central to our Welfare and Discipline Policy is the understanding that students have the right to expect that they will spend the school day free from the fear of bullying, harassment, intimidation and victimization. This Discipline Policy supports the Anti- Bullying Policy in seeking to eradicate bullying and educate against it.



Behaviour Management Wyndham College REFERRAL STRUCTURE

As members of Wyndham College, all students aim to behave appropriately and participate in positive aspects of college life.

TEACHER LEVEL

- Teachers are encouraged to employ all strategies possible to manage student behavior in their own classroom.
- Uncooperative students, including those displaying bullying behaviours, may face the following consequences:
 - Placed on a detention by the class teacher/ faculty
 - Letter or phone call of concern home.
- All incidents to be logged on Sentral (Negative behaviour incident) by the teacher for future reference**
- Continued unsatisfactory behaviour results in:
 - Referral to HT by notification of incident on Sentral with 'Further action required'
- Major behaviour issues (eg. Violence (physical or extreme verbal) towards staff or other students, possession of weapons or drugs) sees the student immediately progress to DP LEVEL or PRINCIPAL LEVEL.

HEAD TEACHER LEVEL

Sentral Referral Incident to be edited by HT to record investigation and action taken

- Students of concern at HT LEVEL :
 - May be placed on a Coursework and/ or Attendance Monitoring card for that course. **Yellow Card – see Appendix 6)**
 - May undertake Community Service time
 - May be placed on a HT Detention
 - May have their parents notified by letter or phone / Parent Interview
 - Cannot represent the school in any activity
 - May not go on excursions or attend school functions (unless these are tied directly to assessment)
- Continued unsatisfactory behaviour, including bullying behaviours, results in:
 - **Sentral Referral to DP by including the DP on the notification for the edited record.**
- Major behaviour issues (eg. Violence (physical or extreme verbal) , possession of weapons or drugs) sees student immediately progress to DP LEVEL or PRINCIPAL LEVEL.

DEPUTY PRINCIPAL LEVEL

Sentral Referral Incident to be edited by DP to record investigation and action taken

- Students of concern at DP LEVEL :
 - May be placed on a Coursework and/ or Attendance Monitoring card for one or more courses. **(Yellow Card – see Appendix 6)**
 - May undertake Community Service time
 - May be placed on a DP Detention
 - May have their parents notified by letter or phone
 - Cannot represent the school in any activity
 - May not go on excursions or attend school functions
 - May be given a Suspension Caution (in Writing) – recorded on Sentral
 - May be suspended for a short or long period of time – recorded on Sentral and EBS Central
- Continued unsatisfactory behaviour, including bullying behaviours, results in:
 - **Referral moves to Principal level – notification is made on Sentral to include Principal**
- Major discipline issues may see student immediately progress to PRINCIPAL LEVEL.

PRINCIPAL LEVEL

At the discretion of the Principal:

- Students may be
 - Monitored by the Deputy Principal
 - Suspended a subsequent time –(in or out of school) Students on suspension:
 - Return from suspension after a parent interview
 - Cannot represent the school in any activity
 - May not go on excursions or attend school functions
- Subsequent unacceptable behaviour, including behaviours, should be **recorded on Sentral and notification made straight to the DP**. Students may be suspended again, placed on a long suspension or expelled from the college. **Recorded on Sentral & EBS Central**. (NB- This may be completed by the DP)



WYNDHAM COLLEGE

Nirimba Education Precinct
PHONE: 02 9208 7100

CODE OF CONDUCT

As a student of Wyndham College, Nirimba I will:

- RESPECT the rights and the property of others.
- BE TOLERANT and AWARE of the different needs, abilities and opinions of others.
- CARE for our environment – college equipment, furniture, buildings, recreation areas and the physical environment around the college.
- PARTICIPATE to the best of my ability in all college activities – strive for excellence.
- COOPERATE by following instructions of people in authority to promote effective learning.
- PROMOTE a positive image of myself and my college.
- BE RESPONSIBLE for my actions. Be truthful, courteous, cooperate and use common sense at all times.
- ENSURE the safety of all members of the college and endeavour to provide a happy and secure college.
- WEAR COLLEGE UNIFORM as determined by the college community and maintain a pride in my appearance.
- SET A POSITIVE EXAMPLE and be a helpful member of the college and the community.

I have read the above carefully and declare that I have the personal commitment to meet all the conditions, **and** I understand that a serious breach of these conditions may result in the suspension and / or termination of my enrolment.

Name (please print)

Signature of Applicant

Date

Wyndham College will provide you the opportunity to gain:

- a sense of purpose and motivation to excel
- self-confidence, self-esteem and the satisfaction of achievement
- a life long commitment to learning
- the ability to make judgements and decisions
- further communication skills, complementing the skills that you possess



WYNDHAM COLLEGE

Nirimba Education Precinct
PHONE: 02 9208 7100

CODE OF CONDUCT

As a parent of a student of Wyndham College, Nirimba you need to be aware of the following:

- RESPECT the rights and the property of others.
- BE TOLERANT and AWARE of the different needs, abilities and opinions of others.
- CARE for our environment – college equipment, furniture, buildings, recreation areas and the physical environment around the college.
- PARTICIPATE to the best of my ability in all college activities – strive for excellence.
- COOPERATE by following instructions of people in authority to promote effective learning.
- PROMOTE a positive image of myself and my college.
- BE RESPONSIBLE for my actions. Be truthful, courteous, cooperate and use common sense at all times.
- ENSURE the safety of all members of the college and endeavour to provide a happy and secure college.
- WEAR COLLEGE UNIFORM as determined by the college community and maintain a pride in my appearance.
- SET A POSITIVE EXAMPLE and be a helpful member of the college and the community.

I have read the above carefully and declare that I am aware of my child’s personal commitment to meet all the conditions, **and** I understand that a serious breach of these conditions may result in the suspension and / or termination of my child’s enrolment.

Student Name (please print)

Signature of Parent

Date

Wyndham College will provide you the opportunity to gain:

- a sense of purpose and motivation to excel
- self-confidence, self-esteem and the satisfaction of achievement
- a life long commitment to learning
- the ability to make judgments and decisions
- further communication skills, complementing the skills that you possess

Appendix 6 – Attendance Monitoring Card (Yellow)

NAME: _____

YEAR: _____

DEPUTY: _____

DATE INITIATED: _____

Student attendance at school is important and it is a legal requirement for students who are of *compulsory school age*. The Education Act 1990 – Section 21B (3) states that:

'A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in:

(a) approved education or training, or

(b) if the child is of or above the age of 15 years-paid work or a combination of approved education or training and paid work.

Your attendance pattern is of concern and will be monitored for period beginning _____ and ending _____. You must complete this card each day and return it to David Macleod-Jones at the end of the period outlined above.

DATE	Attendance (tick appropriate box)	Class	Comments (must be made if you are absent)
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Student signature: _____

Parent signature: _____

Deputy Principal Signature: _____