

**Springdale Heights  
Public School**



# **PBL Handbook**

**Positive Behaviour  
for Learning**

**Be Safe**

**Be Responsible**

**Be a Learner**

# PBL Handbook - Positive Behaviour for Learning

## Mission Statement

Springdale Heights Public School provides a quality education in a creative and caring environment where we strive to achieve and value **SAFE, RESPONSIBLE, LEARNERS**. Our aim is to inspire students to succeed, foster high expectations and prepare them for positive participation within society.

**POSITIVE BEHAVIOUR FOR LEARNING (PBL)** at Springdale Heights Public School is based on the values of:

- Be Safe
- Be Responsible
- Be a Learner

The Springdale Heights School Community has adopted the Positive Behaviour for Learning (PBL) approach as the basis for Student Welfare and Discipline throughout the school. The aim of PBL at Springdale Heights Public School is to:

- Support the maintenance of a positive attitude and culture within the school;
- Assist the development of self-discipline, resilience and emotional intelligence in our school community;
- Explicitly teach the social and interpersonal skills which empower students; and
- Provide a framework for all student welfare policies and practices.

## Student Welfare Support

There are many support services and personnel involved in the student welfare across the school including:

- Student Wellbeing
- PBL Committee
- Explicit teaching of behavioural expectations
- Leadership opportunities via Student Representative Council, School Captains/Vice Captains, Sports House Leaders
- Occupational Health and Safety Committee
- Child Protection policies
- Transition Programs
  - ~ Stepping Stones Kindergarten program
  - ~ Year 6 to 7 Durakar Transition
- Durakar activities (links with Murray High/ Lavington East/Lavington/Jindera schools)
- Anti-bullying policy and procedures
- Individual Health Care programs

## Focus on Learning

- Learning Support Team
- Literacy and Numeracy support
- Learning Assistance program
- Priority Schools programs (PSP) focussing on Literacy, Numeracy and Student Engagement
- Reading Recovery
- Durakar Gifted and Talented programs
- Itinerant teachers (Early Support, Autism, Hearing, Speech, Learning Assistance)

## Personnel

- |                               |  |
|-------------------------------|--|
| • School Counsellor           | Mr Gordon Robison                                  |
| • Support Teacher Learning    | Mrs Joanna McAlister                               |
| • Anti-Racism Contact Officer | Mr Bill Giese                                      |
| • Home School Liaison Officer | Mr Peter Bryan                                     |
| • PBL Committee               | Mrs Louise Purss-Semple (chair)<br>Mrs Karen Pontt |
| • Learning Support Team       | Mrs Janelle Doust (chair)                          |
| • OH&S                        | Mrs Tanya-lee Slater                               |

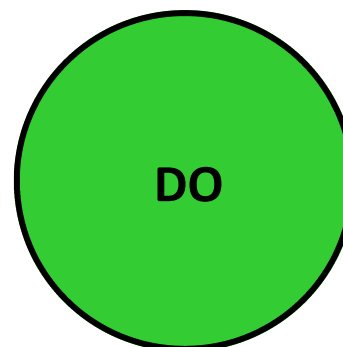
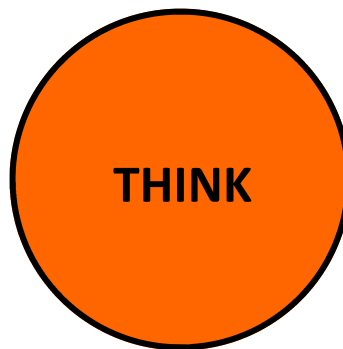
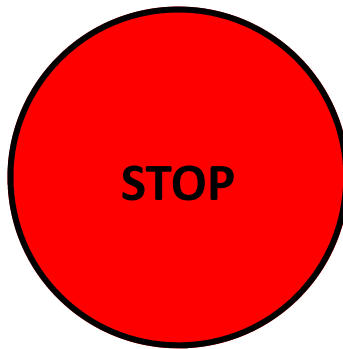
# SPRINGDALE HEIGHTS PUBLIC SCHOOL AWARDS

(Classroom teachers are responsible for entering Positive Behaviour Data onto SENTRAL Tracking Program)

## CLASSROOM REWARD SYSTEM

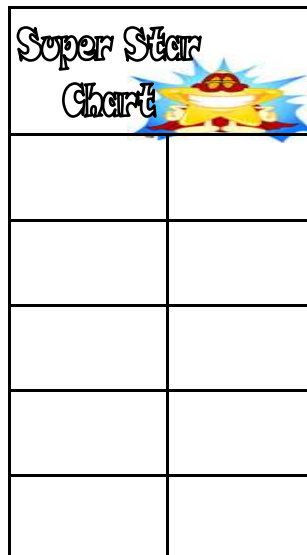
Traffic Light System for Behaviour

- In each classroom students are placed on the GREEN traffic light to start the day.
- GREEN reflects positive behaviour or demonstrating being SAFE, being RESPONSIBLE or being a LEARNER. Students are aiming to stay on the GREEN light during the day.
- ORANGE traffic light is a warning /thinking light where the student's name is placed and they need to reflect on their behaviour or have been warned for inappropriate actions such as not following class rules.
- RED traffic light is the stop light where students names are placed if they have continued with inappropriate behaviour and consequences will apply such as removed from the classroom, timeout during playtime etc.



## Super Star Chart

- Each student has a Super Star Chart in their classroom.
- Students aim to earn 10 stamps to fill each chart.
- Students earn a stamp on their chart if they remain in the GREEN traffic light by displaying positive behaviour and demonstrating being SAFE, being RESPONSIBLE and being a LEARNER.
- Students can earn additional stamps for receiving a PBL Playground Award during play breaks during the day.
- When students complete a chart they receive a Super Star Merit certificate which are counted towards their Bronze, Silver, Gold and Platinum levels.



## PLAYGROUND REWARD SYSTEM

### PBL Star Card

- Students receive these for being SAFE, being RESPONSIBLE and being a LEARNER in the playground.
- The duty teacher gives out these cards, they will initial it, write the students name and class on the back and write a short message about the students positive behaviour.
- The student will show their class teacher the star card to gain their extra stamp on their classroom Super Star Chart and then place the Star card in the Playground Award box.
- The Playground awards will then be drawn out at the fortnightly whole school assembly where the winning 2 tickets will receive a prize from the prize box.



**PBL Star Card**



**be a LEARNER**

**PBL Star Card**



**be RESPONSIBLE**

**PBL Star Card**



**be SAFE**

## Hat Draw

- During Term 1 and 4 to encourage our school sun safe policy, every student in the school is given a number by their class teacher.
- At recess a number will be drawn out and if the student with that number is wearing a school blue bucket hat correctly they will receive a 'I was wearing my hat' ticket which they can present at the canteen for a Super Dooper ice block.

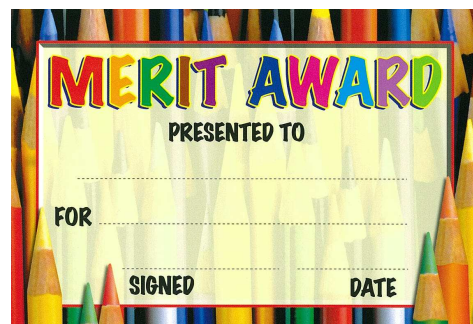
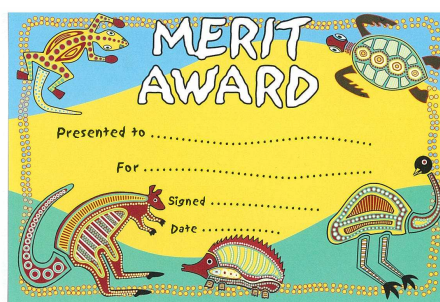
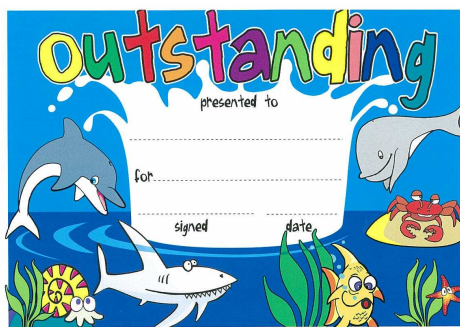
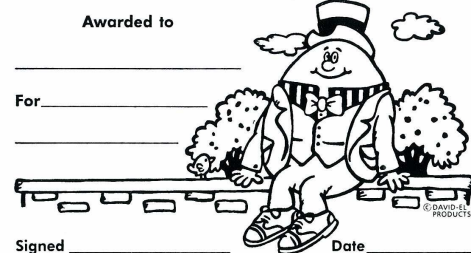


## Class Merit Cards

- Class merit cards are given out for class achievement in the classroom.
- These awards are handed out at fortnightly whole school assemblies.
- Each class: a maximum of 4 class awards each fortnight.
- Class merit card goes towards students reaching their BRONZE, SILVER, GOLD and PLATINUM level.



## Merit Certificate



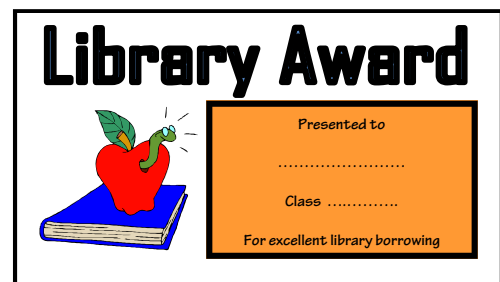
## Sport Awards

- These awards are handed out at fortnightly whole school assemblies.
- Infants classes will give out 2 sports awards per week.
- PSSA sport will give out 1 per team per week
- 3-6 School Sport 2 per week.
- Sport awards go towards students reaching their BRONZE, SILVER, GOLD and PLATINUM level.



## Library Awards

- These awards are handed out at fortnightly whole school assemblies.
- These awards are given out by the Librarian to acknowledge student effort in the Library
- Library merit card goes towards students reaching their BRONZE, SILVER, GOLD and PLATINUM Level.



## Citizenship Awards

- Given in recognition of any student displaying good citizenship whilst representing the school eg Marching with the school on ANZAC Day, Public Speaking, Durakar activities etc
- To be given out at assemblies.
- Citizenship awards contribute towards reaching BRONZE, SILVER, GOLD and PLATINUM Level.



## Five Week Positive Play

Students who have not received a detention by the end of Friday Week 5 and Week 10 will be rewarded with a special treat such as free outside play, ice block, DVD etc.

This to be organised by the Assistant Principal of Welfare.

# Special Treat

# POSITIVE BEHAVIOUR LEVELS

## BRONZE LEVEL CERTIFICATE

- Students require a combination of 5 of any of the following awards to receive their BRONZE certificate (class merits, Super Star merit cards, Citizenship, sports awards)
- Students hand their awards to the class teacher then they are forwarded to the Principal.
- The Principal is responsible for handing out BRONZE certificates at fortnightly assemblies.
- Students receiving their BRONZE certificate will be acknowledged in the fortnightly newsletter and have their photo shown on the TV in the front office.

Printed on Bronze paper



## SILVER LEVEL CERTIFICATE

- Students require a combination of 15 of any of the following awards to receive their SILVER certificate (class merits, Super Star merit cards, Citizenship, sports awards)
- Students hand their awards to the class teacher then they are forwarded to the Principal.
- The Principal is responsible for handing out SILVER certificates at fortnightly assemblies.
- Students receiving their SILVER certificate will be acknowledged in the fortnightly newsletter and will receive a keepsake pencil.

Printed on Silver paper



## GOLD LEVEL CERTIFICATE

- Students require a combination of 25 of any of the following awards to receive their GOLD certificate—(class merits, Super Star merit cards, Citizenship, sports awards)
- Students hand their awards to the class teacher then they are forwarded to the Principal.
- The Principal is responsible for handing out GOLD certificates at fortnightly assemblies.
- Students receiving their GOLD certificate will be acknowledged in the fortnightly newsletter and will be invited with their parents/ caregivers to attend a morning tea with the Principal.

Printed on Gold paper



## PLATINUM LEVEL CERTIFICATE

- Students require a combination of 30 of any of the following awards to receive their PLATINUM certificate—(class merits, Super Star merit cards, Citizenship, sports awards)
- Students hand their awards to the class teacher then they are forwarded to the Principal.
- The Principal is responsible for handing out PLATINUM certificates at fortnightly assemblies.
- Students receiving their PLATINUM certificate will be acknowledged in the fortnightly newsletter and will be given FREE entry to the Pool Party at the end of the year.

Printed on Platinum paper



# DISCIPLINE POLICY

All classes use the Traffic Light System for classroom management.

Traffic Light System for Behaviour.

- In each classroom students are placed on the GREEN traffic light to start the day.
- GREEN reflects positive behaviour or demonstrating being SAFE, being RESPONSIBLE or being a LEARNER. Students are aiming to stay on the GREEN light during the day.
- ORANGE traffic light is a warning /thinking light where the students name is placed and they need to reflect on their behaviour or have been warned for inappropriate actions such as not following class rules.
- RED traffic light is the stop light where students names are placed if they have continued with inappropriate behaviour and consequences will apply such as removed from the classroom, timeout during playtime, detention, sent to executive staff or Principal etc.



## DETENTION

For MAJOR discipline issues both in and out of the classroom students may be placed on a lunch time detention.

- A blue form will be filled out by the teacher and placed in the detention book to be coordinated by the Assistant Principal Welfare.
- Detentions will be recorded on SENTRAL program by the Assistant Principal Welfare.
- Students will attend detention where they reflect on the negative behaviour and look at positive behaviours they could use.
- Detention is directly supervised by a staff member.
- Detention is during 2nd lunch break from 1.10pm—1.30pm
- Students who have been placed on a detention will receive a letter sent home to parents.
- Students who receive a detention will be excluded from PSSA sport for that week.

Springdale Heights Public School - Discipline Report

First name: \_\_\_\_\_ Surname: \_\_\_\_\_ Roll class: \_\_\_\_\_ Incident date: \_\_\_\_\_ Term: \_\_\_\_\_ Week: \_\_\_\_\_

Did the student attend detention?  Yes  No

Detention complete date: \_\_\_\_\_

Duty teacher's signature: \_\_\_\_\_ Entered on Filemaker  Yes

What happened? Please tick incident/s below

<input type="checkbox"/> Violence	<input type="checkbox"/> Dangerous behaviour	<input type="checkbox"/> Inappropriate behaviour
<input type="checkbox"/> Disruption	<input type="checkbox"/> Seating	<input type="checkbox"/> Sexual harassment
<input type="checkbox"/> Disobedience	<input type="checkbox"/> Out of bounds	<input type="checkbox"/> Lying
<input type="checkbox"/> Bullying - physical	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Not following school rules
<input type="checkbox"/> Bullying - emotional	<input type="checkbox"/> Rudeness	<input type="checkbox"/> Swearing

Please write explanation of what happened.

What was the consequence?

<input type="checkbox"/> Detention	<input type="checkbox"/> Time out
<input type="checkbox"/> Kept in with teacher	<input type="checkbox"/> In school suspension
<input type="checkbox"/> Kept in with Assistant Principal	<input type="checkbox"/> Suspension
<input type="checkbox"/> Kept in with Principal	

Which teacher is reporting this incident?

Teachers name: \_\_\_\_\_

Incident location

<input type="checkbox"/> Classroom	<input type="checkbox"/> Excursion	<input type="checkbox"/> Computer lab
<input type="checkbox"/> Playground - recess	<input type="checkbox"/> Sport	<input type="checkbox"/> Toilets
<input type="checkbox"/> Playground - 1st lunch	<input type="checkbox"/> Library	<input type="checkbox"/> On way home
<input type="checkbox"/> Playground - 2nd lunch	<input type="checkbox"/> Assembly	<input type="checkbox"/> RPT time
<input type="checkbox"/> Before school	<input type="checkbox"/> Bus duty	<input type="checkbox"/> Casual teacher

What preventative action did teacher take before reporting this incident?

<input type="checkbox"/> Warned	<input type="checkbox"/> Time out
<input type="checkbox"/> Multiple warnings	<input type="checkbox"/> Explained action was an unhealthy habit
<input type="checkbox"/> Reminded of school rules	<input type="checkbox"/> Several chances to test the truth
<input type="checkbox"/> Nil - violent incident	<input type="checkbox"/> Previous detention for same thing
<input type="checkbox"/> Nil - bullying	<input type="checkbox"/> Nil - inappropriate behaviour
<input type="checkbox"/> Nil - stealing	<input type="checkbox"/> Nil - school rule

Explain preventative action? If necessary

## MAJOR DISCIPLINE AND SUSPENSION

### SHORT SUSPENSION

In cases where a range of strategies of appropriate behaviour welfare and discipline strategies have been implemented and been unsuccessful or the Principal determines the behaviour warrants suspension, the Principal may choose to impose a short suspension of up to 4 school days. Short suspensions may be imposed for the following reasons:

- Continued Disobedience
- Aggressive Behaviour



## **LONG SUSPENSION**

If short suspension has not resolved the issue of inappropriate behaviour or the misbehaviour is so serious as to warrant a long suspension, the Principal may impose a long suspension of up to and including 20 school days. In determining a long suspension the Principal must consider the following:

- the safety of students and staff
- the merit and circumstances of the particular case
- factors such as age, individual needs, any disability and developmental level of the student.

Subject to the following factors , Principals will impose a long suspension for the following:

- Physical violence
- Use or possession of a prohibited weapon, firearm or knife
- Possession, supply or use of a suspected illegal substance
- Serious criminal behaviour related to the school

Principals may also impose long suspensions for:

- Use of an implement as a weapon
- Persistent or serious misbehaviour

## **RE-ENTRY AFTER SUSPENSION**

Each student must have a re-entry meeting prior to resuming attendance at school. Parents are required to attend this meeting. The meeting will outline procedures that have been put in place to support the student's behaviour and clear expectations of future behaviour levels.

All suspensions are entered onto the school Suspension Register and this data is forwarded to the Riverina Regional Office at the end of each semester.

## **SENTRAL - Student Tracking System**

All student data regarding welfare issues will be recorded on the schools data system. The school uses a computerised program called SENTRAL to store and organise all behaviour and award data for each student. The program gives ready access to a student's entire merit or discipline record to evaluate performance and inform decision making.

The SENTRAL program also provides Learning Support data, Assessment data, medical interventions and academic records for each student.

## Springdale Heights PS: School Expectations Matrix

	<b>Playground</b>	<b>Library during Play time</b>	<b>Canteen</b>	<b>Toilets</b>	<b>Assembly Hall</b>	<b>Lining Up Area</b>	<b>Concrete/ Eating Areas</b>	<b>All Settings</b>
<b>Safe</b>	<p>Infants students play at top goals/ Primary students use the bottom goals.</p> <p>Wear hats, shoes and sunscreen.</p> <p>Follow play equipment rules Infants Mon/ Wed/Fri Primary Tues/ Thurs</p>	<p>Follow teacher's instructions</p> <p>Walk and use an inside voice.</p>	<p>Wait your turn</p> <p>Stand in line</p>	<p>Use toilets properly.</p> <p>Go to the toilet and then leave</p> <p>Walk to and from the toilets.</p>	<p>Walk sensibly &amp; enter quietly.</p> <p>Sit and stand quietly.</p>	<p>Sit &amp; stand quietly in two straight lines</p>	<p>Stay seated when eating.</p> <p>Wait for the teacher to go and play.</p> <p>Walk on concrete areas.</p>	<p>Keep hands &amp; feet to yourself.</p> <p>Report any problems to the teacher.</p> <p>Follow directions from the teacher.</p> <p>Move around the school safely, sensibly and quietly</p>
<b>Responsible</b>	<p>Seek help from a teacher.</p> <p>Use and share school equipment properly.</p> <p>Clean up after ourselves.</p>	<p>Leave the area clean and tidy</p> <p>Treat resources with care</p>	<p>Only buy for yourself</p> <p>Put rubbish in the bin</p> <p>Use good manners.</p>	<p>Keep the toilet area clean</p> <p>Go Flush Wash</p> <p>Respect the privacy of others.</p>	<p>Use 6 L's.</p> <p>Sing the National Anthem with pride.</p>	<p>Go quickly to line up area.</p> <p>Respect others personal space</p> <p>Use 6 L's</p>	<p>Put rubbish in bins.</p> <p>Look after your lunchboxes and drink bottles.</p>	<p>Be respectful.</p> <p>Care for others.</p> <p>Wear school uniform proudly.</p> <p>Keep our school clean.</p> <p>Use friendly words and actions.</p> <p>Get to school on time.</p>
<b>Learner</b>	<p>Be friendly to others.</p> <p>Solve problems peacefully.</p> <p>Encourage others to join in.</p>	<p>Infants Days Tues/ Thurs Primary Days Mon / Wed/ Fri</p>	<p>Make healthy choices</p> <p>Look after your money.</p>	<p>Return to class promptly</p> <p>Report problems to the teacher.</p>	<p>Use good audience manners (clap politely, listen)</p>	<p>Wait quietly.</p>	<p>Move on the bell.</p>	<p>Try your best.</p> <p>Come to school with a positive attitude.</p>