

# BEHAVIOUR MANAGEMENT POLICY

Westminster is committed to providing a safe, secure and supportive learning environment. All members of the School community have a responsibility to recognise and protect the rights of others, to practise and promote a positive learning environment and care for others and to exercise the values of compassion, courtesy and cooperation. Behaviour management is a communication process designed to foster a whole school approach to the development and maintenance of high standards of behaviour.

The best behaviour management tools are positive relationships with students and classrooms that are well managed to ensure effective learning.

This behaviour management policy is predicated on three aims:

- It is educative for both groups and individuals and reflects the School's values and mission.
- It facilitates the exercise of appropriate levels of duty of care towards all students.
- It is directed towards meeting individual needs.

## Rationale

The rationale of this Behaviour Management Policy is that it should contribute significantly to:

- the creation of a healthy, safe, secure and supportive environment where all members of the school community can learn and work without disruption and free from harassment or threat
- the recognition and protection of the rights of others, the practice and promotion of tolerance and care and the exercise of the values of compassion, courtesy and co-operation
- the enhancement of personal and intellectual growth
- an emphasis on proactive rather than reactive measures and effective communication.

## Approaches

**Responsibility:** we are each responsible for our own behaviour, for the choices we make, our actions and the consequences (including the effects upon others), whether intended or not. This responsibility is not diminished by circumstances that may have influenced our behaviour.

**Self-discipline:** the basic intention of all behaviour management practices is to encourage self-discipline rather than to rely on the imposition of school authority. Students need to be educated into making responsible and appropriate choices. Respect for others is fundamental.

**Universality:** this policy applies to all – to those who exhibit both positive and problematic behaviours.

**Consistency:** the successful implementation of this policy requires a consistent, school-wide approach.

## Rights and Responsibilities

Each member of the School community has the right to:

- learn and work to the best of his or her abilities
- feel safe, secure and supported
- be recognised and acknowledged for doing his or her best
- be treated with compassion, courtesy and respect.
- to expect their property to be safe

Each member of the Westminster community has the responsibility:

- to support and encourage others in the exercise of their rights
- for being an active and lifelong learner
- to participate fully in the life of the School
- for doing his or her best
- to challenge oneself
- for his or her own behaviour and its consequences
- to uphold the core values of the School.

Parents have the right to:

- have concerns dealt with in accordance with this policy
- a timely, clear and courteous response
- receive relevant information, proactively where possible
- appropriate and reasonable support.

Parents have a responsibility to:

- model appropriate behaviours
- support school practices and procedures, including all conditions of enrolment
- constructively assist in the promotion of a positive school image and reputation
- share with the School any relevant information about the student's capacity to learn or to interact with others.

## Student Expectations

Each student is expected to achieve to his or her full academic potential – by cooperation with teachers in diligent preparation and thorough completion of all learning tasks in a timely manner. No student should interfere with or inhibit the learning of others.

All students must support the right of every individual to be free from harassment, bullying, intimidation, discrimination or aggressive behaviour.

Each student is expected to meet his or her co-curricular commitments – by full participation in training, practice, performance, matches, competitions and in the support of others.

Each student is expected to maintain a full involvement in the school community through service, House activities, Chapel, assemblies, tutor group meetings and other school activities.

Attendance on all school days and at all scheduled timetabled and co-curricular obligations is mandatory, except in cases of illness, accident or approved leave. Students arriving late or needing to leave the campus during the school day should follow the prescribed approval and registration procedures.

Students are expected to take pride in their personal appearance and in the wearing of the correct school uniform and sporting attire. Standards of grooming and presentation need to reflect high personal and community standards.

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No student at Westminster may partake of non-medically prescribed substances (including tobacco and alcohol) on the campus of the school, whilst wearing any item of school uniform or whilst participating in any school activity off the campus.

Students are expected to keep the school campus clean and attractive by ensuring that no-one litters, graffiti's or damages the buildings or grounds.

## **Respecting others' rights includes:**

- doing no harm – avoiding all physical, verbal and written harassment and behaviours such as gestures and exclusion that attempt to 'put down', hurt or offend someone else. Avoid using ICT to bully or harass others (See ICT Acceptable Use Policy)
- doing some good – greeting and acknowledging people, cooperating with and complimenting others, helping and assisting instead of being a bystander and treating everyone with respect and understanding.

## **Consequences and Sanctions**

Although these levels of sanctions depend on the context of the specific situation and are not necessarily sequential, they do, for the more minor infractions, provide an outline of probable school response:

- inappropriate behaviour recognised by the student
- reprimand by class teacher, Tutor, Head of House or Head of School
- in-class or lunchtime sanction – extra work, detention or tasks as determined by Head of House/Head of Senior School
- entry in the student's diary for the information of parents
- written record of infraction for student file
- one hour after school detention
- Interview with parents, teacher, Head of House and Head of Senior School
- three hour Saturday detention
- student self-monitoring daily report
- formal apology, written contract, restitution.
- for the major infractions or continual non-compliance, the probable school response would include:
  - internal suspension
  - external suspension
  - termination of enrolment

All detentions/suspensions take priority over other commitments, including inter-school sport.

Regardless of any previous matters, the enrolment of a student may immediately be terminated by the Principal if the student is responsible for:

- the distribution or sale to Westminster students on the School campus, or in circumstances when students are undertaking a School activity, of any non-medicinal or non-prescribed drugs
- the possession on campus or when undertaking a School activity of any non-medicinal or non-prescribed drugs, firearms, explosives or any other device likely to endanger the health and safety of other students
- any violent physical act or grossly offensive behaviour towards another student, member of staff or employee of the School.
- using ICT to post or share sexually explicit content.



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**Teachers at Westminster are committed to:**

- acknowledging and adopting the aims, rationale, themes and approaches of this behaviour management policy
- supporting the rights of students, parents and staff and encouraging the exercise of the defined responsibilities
- developing partnerships between students, parents and the school
- using a consistent and flexible approach.

Acknowledgement and recognition of positive behaviour, efforts or achievements is an important dimension of good management and can include:

- verbal acknowledgement to the student
- written acknowledgement to student, parent, Head of House
- commendation by the Head of Senior School or Principal

All students of Westminster School must act honourably, show common sense, good manners and justice in their dealings with staff and with each other.

Enrolment at Westminster is conditional upon acceptance of the Behaviour Management Policy.