NORMANHURST BOYS HIGH SCHOOL

WELFARE AND DISCIPLINE POLICY AND PROCEDURES
At Normanhurst Boys High School we aim to provide a supportive environment that is conducive to the total development of all students. Students are encouraged to "set the bar high" in all areas of school life - academically, in extracurricular activities and in developing the values and attitudes that will enable them to make outstanding contributions as leaders in society. A rich extracurricular program and a supportive, inclusive welfare policy have been developed to ensure that the physical, social and emotional needs of each student are catered for.

Our Statement of Purpose is to provide our students with the opportunity to maximise their learning outcomes within a holistic educational environment.

Our school motto, ‘Know Thyself', reflects the idea that within each individual lies the capacity for self discovery. We encourage each student to recognise both his strengths and weaknesses, and in doing so be able to establish the navigation points that will lead to personal growth and the fulfillment of potential.

**Our Values:**

Participation: Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and nation.

Responsibility: Being accountable for your individual and community’s actions toward yourself others and the environment.

Excellence: Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.

Democracy: Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

Care: Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
Respect: Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing view.

Cooperation: Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.

Integrity: Being consistently honest and trustworthy.

Fairness: Social justice and opposing prejudice, dishonesty and injustice.

*NSW Public Schools – Core Values*

---

**Rights and Responsibilities**

Every student at NBHS has the right to:

- Be taught in a safe, caring and stimulating learning environment
- Learn and to be satisfied with their achievements
- Be valued as an individual and be treated with respect
- Work in a pleasant and clean school environment where he and his belongings are safe and secure
- Seek and receive support
- Be proud of his school

Every student at NBHS has the responsibility to

Respect:

- Self
- Others
- Learning
- Environment
**Self** by ensuring that he takes responsibility for his behaviour at all times and by bringing credit to himself and his school in the community

**Others** by working with others in a cooperative and positive manner, valuing our differences and recognising his responsibility to the wider community

**Learning** by actively engaging in class, being prepared for all subjects and by contributing to his own learning and the successful learning of others

**Environment** by taking care of our school and the wider community’s facilities.

---

**Context**

Student welfare encompasses everything the school community does to meet the personal, social and learning needs of students.

While all teachers at NBHS are responsible for the welfare of our students, the Learning Support Team consists of:

- Welfare Coordinator
- Two Year Advisers for each year group
- School Counsellor
- Learning and Support Teacher (LAST)
- Careers Adviser
- Home School Liaison Officer
- Deputy Principals
- Principal
Effective learning and teaching

To enhance effective learning and teaching so that students will feel valued as learners by:

- Encouraging students to take responsibility for their own learning and behaviour
- Identifying and catering for the individual learning needs of students
- Establishing well-managed best practice learning and teaching environments where students are monitored and feel safe to learn
- Providing regular quality feedback to students and parents

Programs to address these at NBHS include:

- Acceleration
- CAPA Tour
- Olympiads
- Creative Writers Camp
- Peer Tutoring
- GAT Camps for elite athletes
- Mentoring
- Duke of Edinburgh
- Robotics
- Year Camps
- Individual Management Plans
- Team Normo Programs
- Numerous extra and co-curricular programs
- Individual student interviews
- Student led conferences
Positive climate and good discipline
To enhance school climate and discipline by:

- Establishing clear school rules (SOLE)
- Monitoring attendance and ensuring students attend school regularly
- Providing leadership opportunities for students and staff
- Implementing procedures to ensure the wellbeing of the school community
- Valuing student input and participation
- Providing a holistic education where students can demonstrate success in a wide range of activities

Programs at NBHS include:

- Our school rules and discipline policy (SOLE)
- Our core values
- Antibullying Policy
- Attendance Tracking Systems through SENTRAL, HSLO referrals, SMS, and reviewed regularly at LST meetings
- Suspension and expulsion procedures
- Weekly LST meetings
- Regular Year Focus LST Meetings
- Leadership opportunities including Student Representative Council, Peer Support Leaders, Prefects, Peer Mentors
- Regularly involve student voice through surveys and discussion groups around school issues
- Year 12 Mentoring
- Team Normo Programs
- Year Meetings
- Participation in whole school and year group events
- Staff Social Functions
- Open door policy amongst Senior Executive
- Professional Learning for Staff
• Annual School Magazine
• Weekly Newsletter
• Acknowledging student achievement

Community participation

To enhance community participation by:

Acknowledging parents as partners in school education

• Encouraging parents and community members to participate actively in the life of the school
• Inviting parents to share their skills and experiences in the school community
• Supporting students and their parents in making decisions about learning programs
• Valuing students’ families, cultures, languages and life experiences

Programs at NBHS include:

• Regular P&C meetings with a range of speakers and topics for discussion.
• P&C support of welfare programs
• Parent representatives on school committees including Finance, Annual School Report and Selection Panels
• Parent and student information evenings occur regularly throughout the year including Year 7 Welcome evening, Year 7 Showcase Evening, Year 8 subject selection, Year 9 Laptops for Learning, Year 10 Subject Evening, Year 10 Subject Interviews, Year 11 Team Normo Meeting, Year 11 Assessment Information, Year 12 Team Normo Evening and Year 12 Assessment Information Night, Parent Teacher evenings for all year groups
• Incorporating interpreters at parent meetings
• Parent involvement in school activities and events including Harmony Day, Working Bees, Work Experience, Market Day, Canteen, catering committee
Responsibilities

The Principal will ensure that:

- a commitment to student welfare underpins all policies and activities of the school
- student welfare is regularly reviewed using appropriate planning processes and involving the whole school community
- a school discipline policy is developed and regularly reviewed
- students, staff and parents are assisted to develop strategies for addressing student welfare and discipline needs in all activities of the school
- other policies and practices in the school are regularly reviewed to ensure that they meet the needs of all students in the school

Teaching and support staff, according to their role in the school, will:

- participate in the school community’s implementation of the Student Welfare Policy
- ensure that they are familiar with the Student Welfare Policy and the School Discipline Policy
- contribute to the provision of a caring, well-managed, safe environment for all students, fellow staff and parents
- participate in the learning and teaching process in ways which take account of the objectives in this policy

The Normanhurst Boys High School Welfare Policy and Procedures has been developed in consultation with students, staff and parents/caregivers. It is based on the NSW DEC documents Student Welfare Good Discipline and Effective Learning, Core Rules in NSW Government Schools, Student Discipline in Government Schools Policy and Values in NSW Public Schools.

Normanhurst Boys High School

Discipline Policy and Procedures

Normanhurst Boys High School discipline policy will help achieve our school's purpose:
To provide our students with the opportunity to maximise their learning outcomes within a holistic educational environment.

Our School Motto is: *Know Thyself*

Students learn most effectively in a safe, challenging and nurturing environment. The school recognises the importance of respect between parents, students and staff who work together to create a positive and successful learning environment. To achieve this a simple set of rules form the basis of our discipline policy displayed as SOLE.

**School Rules**

The following rules will help achieve our school’s purpose and welfare aims:

**Respect:**

*Self* by ensuring that he takes responsibility for his behaviour at all times and by bringing credit to himself and his school in the community

*Others* by working with others in a cooperative and positive manner, valuing our differences and recognising his responsibility to the wider community

*Learning* by actively engaging in class, being prepared for all subjects and by contributing to his own learning and the successful learning of others

*Environment* by taking care of our school and the wider community’s facilities.
**Discipline Procedures**

Breaches of the school rules will be dealt with by individual teachers who will discuss the problem with the student(s) involved and take steps to resolve it. If the teacher is unable to resolve the matter, it will be referred to the Head Teacher who will record details on SENTRAL on the computer network. SENTRAL data is monitored regularly and students who persistently break the school rules will be interviewed and any of the consequences outlined below may be invoked.

If a student is in breach of our school rules, **teachers** will maintain a record of classroom infringements and may–

- issue a warning or reprimand
- place the student on lunchtime detention or school service
- refer the matter to the Head Teacher who may record details on SENTRAL

A matter referred to the **Head Teacher**, in addition may result in –

- the incident being recorded on SENTRAL
- the matter being discussed at Executive meeting
- parents/caregivers contacted via a phone call, note or email
- a short exclusion from attending a particular class
- a subject daily monitoring program (to be signed by the subject teacher)
- a consultation with the Year Adviser
- a referral to the Deputy Principal
- an after school detention (written notification will be issued to parents in advance)

A matter referred to the **Deputy Principal**, in addition may result in –

- an after school detention (written notification will be issued to parents in advance)
- an in-school suspension (parents/caregivers will be contacted)
- parents/caregivers contacted via a phone call, note or email
- the matter being discussed at Executive meeting and LST meeting
- a daily monitoring program (to be signed by the teacher each lesson)
- a consultation with the Year Adviser
- a referral to the Learning and Support Teacher
- a referral to the School Counsellor
- a referral to the Principal

Serious breaches of discipline, e.g. violence, possession of a prohibited item, drugs, displaying inappropriate images, persistent disobedience, smoking, persistent lateness, truancy, will be dealt with in the first instance by the Deputy Principal.

The Principal will be the final point of referral for repeated breaches of discipline.

A matter referred to the **Principal** may also lead to

- a short or long suspension from class or school
- a recommendation for expulsion

In some cases it is mandatory for the Principal to notify the police (e.g. if a student is found to be in possession of weapons or drugs).

The Normanhurst Boys High School Discipline Policy and Procedures has been developed in consultation with students, staff and parents/caregivers. It is based on the NSW DEC documents *Student Welfare Good Discipline and Effective Learning, Core Rules in NSW Government Schools, Student Discipline in Government Schools Policy, Values in NSW Public Schools* and *Suspension and Expulsion of School Students – Procedures.*

ERASE Problem Behaviour

**Explain**
What does the behaviour look like?
Falling asleep, inappropriate computer use, not working, calling out...

**Reason**
Staying up late, work too easy, work too hard, attention seeking...

**Appropriate**
Behaviours you want to achieve
Staying awake, staying on task, completing work, put your hand up and wait...

**Evaluate**
Success: 80% good behaviour

**Support/Strategies**
What could make this plan fail?
Possible strategies
Sleep pattern discussion, seating plan, reinforce good behaviour, ignore attention seeking behaviour...