Responsible Behaviour Policy (Students)

Rationale

Presbyterian Ladies’ College aims to build a strong sense of community that promotes positive and responsible behaviours. We aim to develop resilience in our students and equip them with skills to self-manage behaviour and become responsible members of a wider community.

- Presbyterian Ladies' College actively seeks to provide an environment conducive to learning for all.
- In the Presbyterian Ladies' College community all have a right:
  - to learn
  - to be respected in a climate of courtesy and kindness
  - to feel safe and secure in an environment where individual differences are acknowledged.
- The School expects that as a community we share and take responsibility for respecting ourselves, others and property.
- The School expects members of its community to behave considerately at all times and to support others.
- Presbyterian Ladies' College is a smoke free zone and the drinking of alcohol and use of illegal drugs is prohibited.
- Recognition and reinforcement of responsible behaviour will be communicated and celebrated within the School.
- Members of the School choosing to behave inappropriately or irresponsibly will earn consequences which will be fairly administered and follow due process.
- Encouragement and support will be available for those needing to change unacceptable attitudes and behaviours.

Middle and Senior School Responsible Behaviour Policy

Managing Student Behaviour in Class – Minor

Presbyterian Ladies’ College has standard procedures to be used by teachers for repeated misbehaviour from one student, or a very small group of students. Minor misdemeanours although not to be excused, or overlooked, can usually be dealt with by calling the student, or students involved, back after class and talking through the incident. The procedure is as follows:

Immediately following class, the teacher may:

- Take the student aside
- Make clear the behaviour of concern
- Listen to student’s viewpoint
- State the behaviour expected from the student at the next class

Should the behaviour continue, the student should be referred to the Head of Department (Middle and Senior School) or to
the Deputy Principal or Co-ordinators (Junior School) for follow up.

**Managing Student Behaviour in Class – Major**

If the student needs to be removed from the classroom the teacher will send her to sit at the relevant school reception area. Alternatively they may send another student with a note, to the Head of School will be asked to collect the student of concern.

The Head of School will discuss the issue with the student and may contact the parents.

The following consequences may apply:

**Detention**
Student reports to Middle or Senior School Reception at 3.30 pm on the nominated day and remains until 5.00 pm. This duty may be given for non-compliance with any aspect of the School rules. The student is informed that she has been given a Detention and given the reason. Parents are contacted to inform them of their daughter’s obligation to attend on the required day.

**Saturday Morning Detention**
A Saturday Morning Detention is given for serious or repeated offences.

**Suspension and Expulsion**
These are penalties, given at the discretion of the Principal, to students who commit very serious offences or who fail to respond to other disciplinary procedures.

**Managing Behaviour Related to ILT – Junior, Middle and Senior Schools**

All students and parents accept conditions in relation to use of technology at Presbyterian Ladies' College. Failure to comply with the Acceptable Use Contract will have consequences.

**Process on Intervention**

First Incident/Minor :

- Detention
- Phone parents – outline process of consequences
- Possible parent interview with the Head of School/Boarding

Second Incident/Major/Ongoing:

- Saturday detention (three hours)
- Phone parent
- Access to internet and/or e-mail is removed
Interview with the Principal

Third Incident:

To Head of School and Principal – probable suspension

Behaviour in Public

Rules and information concerning behavior and appearance apply not only to what happens in School, but also in the public.

Girls are strongly encouraged to take pride in themselves and to remember that judgments are made about them and the School based on their behaviour, appearance and manners.

Uniforms

It is an expectation that all students will wear the Presbyterian Ladies' College School Uniform in accordance with the school’s expectations. Lists of dress requirements are available in the relevant school’s reception areas.

Specifically:

The Panama Hat will be worn in Terms 1 and 4.

The blazer is to be worn as the outer garment to and from school and at all official functions including Principal’s assembly in Term 2 and 3.

The tie will be worn for all formal occasions.

Junior School girls may wear PLC winter socks.

Stockings will be worn during Terms 2 and 3.

PLC summer socks will be worn during Terms 1 and 4.

For students from Year 4 and up, sports uniform may be worn to school for early morning training. Students may stay in this uniform if they have PE in Period 1. If they have PE in Period 1 girls may arrive at school in their PE uniform.

Where girls have PE in Period 5, they may depart school in their PE uniform, as may girls who have School related training or games after school.

Where girls have training for external clubs or sports, they are expected to go home in their School uniform.

The beret will be worn by students in years 3 to 6 and is optional for all other students.

Sport

Presbyterian Ladies' College has a sports code of conduct and all parents and student involved in co-curricular sporting activities should be familiar with this document.
Acknowledgement of Responsible Behaviour

At the Junior School Positive and Responsible Behaviour will be rewarded by:

- Including student in recognition journal – photo and certificate.
- Learner Profile acknowledgement.
- Certificate/acknowledgement during Chapel/Assemblies.

In the Middle School, appropriate behaviour will be acknowledged with Blue slips/Middle School Certificates.

Inappropriate or unacceptable behaviour by a student will be addressed with the following steps:

On sighting inappropriate behaviour in the first instance:

- The teacher will discuss with the student inappropriate irresponsible behavior and clarify expectations.
- The teacher/student will discuss and provide strategies/ways to prevent further occurrences and arrange supervision.
- Apply appropriate community/class service.
- Complete Behaviour Reflection sheet.

Where inappropriate behaviour impacts on the wellbeing and safety of self and others:

- Teacher to refer student to Deputy Head of Junior School and process of consequences.
- TA entry.
- Parents informed by telephone.
- Apply appropriate consequences - community service, exclusion.

Where inappropriate behaviour has serious impact of the wellbeing or safety of others:

- Referred to Head of Junior School.
- Parent informed.
- TA entry.
- Appropriate consequence – with follow-up and support.

Attendance at School

All students are expected to be present at School for the entirety of each term. This included attendance at the relevant Speech Night. No student has permission to take time out of school at the beginning, during or at the end of a term for recreational purposes or tutoring and our policy is not to provide work or to re-negotiate assessments. Missed assessments in the Senior School will incur a score of zero.

Requests for leave in extenuating circumstances should be forwarded to the relevant Head of School. International students are required to attend 80% of the scheduled course contact hours as part of student visa requirements.

Where students are absent for three consecutive days or more, a medical certificate is required.