

# Vincentia Public School

## Expectations 2024



# Behaviour code for students

## NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

### In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

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## Wellbeing Procedures

### Behaviour Matrix

<p>Be Respectful Be Responsible Be Resilient</p>		<ul style="list-style-type: none"> <li>Praise</li> <li>Stickers</li> <li>Merit Awards</li> <li>Class Dojo Points</li> <li>House Point Tokens</li> </ul>
<p>Littering, running on pavers, misusing school equipment, poor sportspersonship, teasing, being out of bounds, interfering in games/activities, rough play, not returning to class promptly, disobeying class rules, failure to follow Vincentia Expectations</p>		<ul style="list-style-type: none"> <li>Reminder of school rules</li> <li>Redirection/Verbal warning</li> <li>Not earning point/s</li> <li>Time out</li> <li>Recorded on Sentral</li> </ul>
<p><b>Persistent Green Zone behaviour's</b> damage to school equipment, swearing, stealing, defiant behaviour, racial intolerance, deliberate physical harm, lying, disrespectful attitude towards teacher/others</p>		<ul style="list-style-type: none"> <li>Sent to Stage Executive</li> <li>Reflection Room</li> <li>Recorded in Sentral</li> <li>Note sent home</li> </ul>
<p><b>Persistent Yellow Zone behaviours</b> disrespect to staff, truanting, being out of class for a sustained period without permission, bullying</p>		<ul style="list-style-type: none"> <li>Loss of privileges</li> <li>Reflection Room</li> <li>Recorded in Sentral</li> <li>Note sent home</li> </ul>
<p><b>Persistent Orange Zone behaviour's</b> continued disobedience, directed swearing at a staff member, aggressive behaviour, possession of weapons or illegal drugs, malicious damage to school and/or the property of others</p>		<ul style="list-style-type: none"> <li>Short suspension (1 - 4 days)</li> <li>Parent contacted</li> <li>Return to school contract</li> <li>Monitoring booklet/s</li> <li>Long suspension</li> </ul>

### School Award System

- \* Green and Gold Awards
- \* Point System
- \* Class Rewards
- \* Assembly Merit Awards
- \* Postcards



### Bullying and Resilience

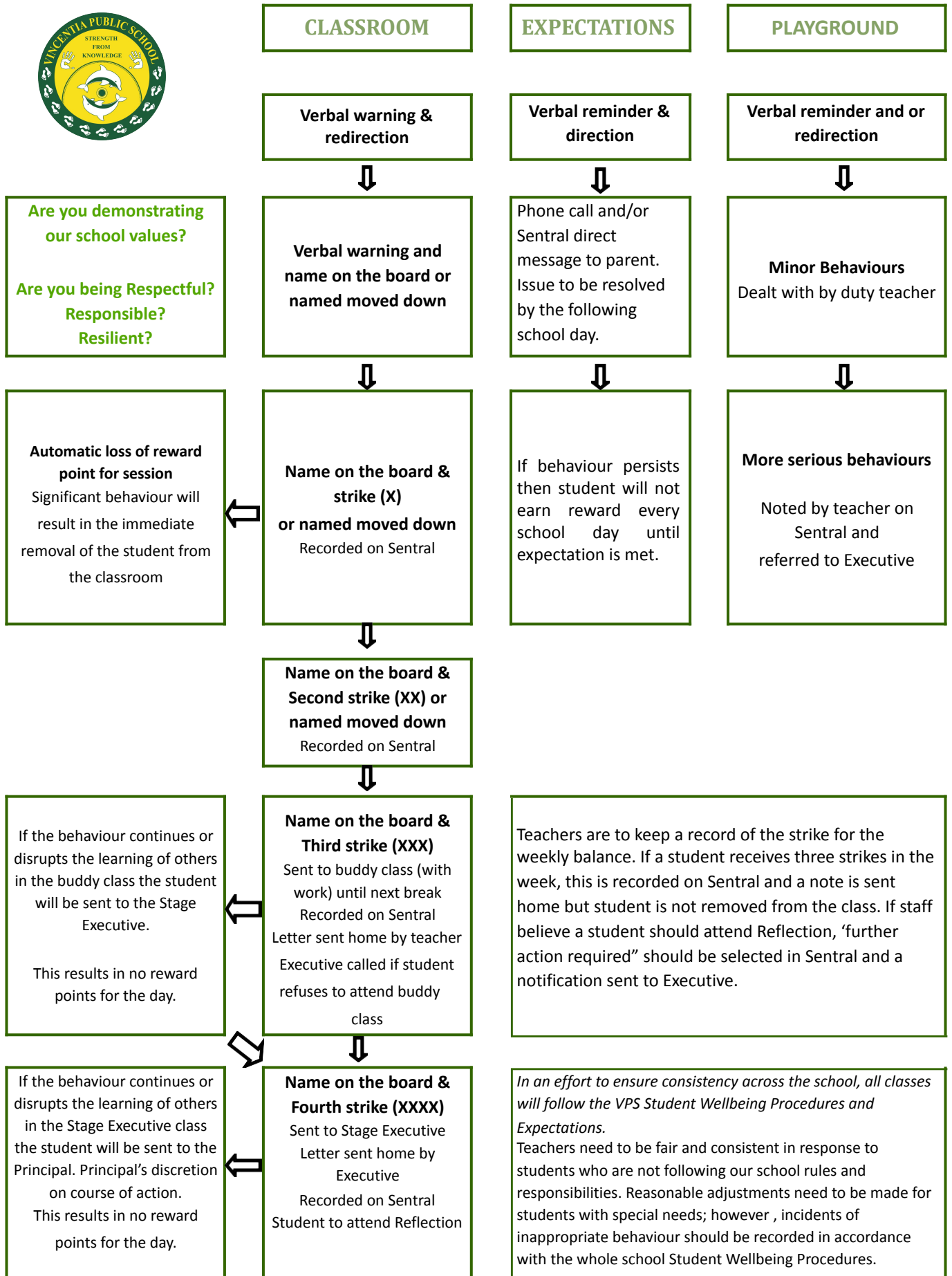
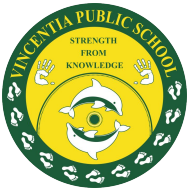
#### Bullying

- \* Bullying is when someone repeatedly and/or intentionally says or does mean or hurtful things to another person
- \* Any bullying behaviours will be dealt with following the school behaviour system

#### Resilience

- \* Resilience is the ability to resist or bounce back from adversity
- \* Resilience strategies are taught within The Resilience Project sessions (weekly)

# VPS Wellbeing Procedures



## Assembly

### Sitting in Lines

- \* 2/3 lines for Infants/Primary assembly
- \* Use 5 L's (see page 9)
- \* Listen attentively (follow instructions & focus)

### Receiving Awards

- \* Move to the end of class line
- \* Walk down the aisle towards the stage
- \* Receive award with left hand and shake with right hand
- \* Kinder bottom step, Stage 1 second step, Stage 2 third step, Stage 3 top step
- \* Hold award with 2-hands in front of chest & smile
- \* Wait for suitable applause before returning to class lines in stage line order

### Standing

- \* Stand quickly and silently
- \* Keep hands by your side and to yourself
- \* Keep your eyes to the front

### Singing

- \* Stand still and look forward
- \* Follow the lyrics and sing in a clear voice
- \* Be heard but don't be loud

### National Anthem and School Song

- \* Standing still with hands by sides, in front or behind (not in pockets or arms crossed)

### Applause

- \* Clap briefly and appropriately, when congratulating award winners and thanking a speaker
- \* No cheering, high-fives, refusal to clap or over the top clapping

### Exiting assemblies

- \* Standing quietly in two lines and leaving the hall in those lines

## Money and Canteen

### Canteen

- \* Lunch orders are to be ordered online or handed into the canteen before school
- \* Line up and wait to be served. Stay behind the yellow line until turn
- \* Have money ready and know what you want to buy
- \* Ask politely, e.g. may I have...
- \* Smile and say thank you

### Money

- \* Keep money safe
- \* Bring appropriate amounts of money to school (<\$20)
- \* Know own amount of money and keep to yourself
- \* Money for Excursions - labelled envelope/snap-lock bag and take to office before school placing in the black box

## Food and Drink

- \* VPS encourages healthy eating
- \* Nut products are strongly discouraged to avoid potential emergencies due to allergies
- \* No food or drinks are to be shared
- \* Lollies are not allowed at school
- \* Chewing gum is not allowed at school
- \* Water (in a labelled drink bottle) is the only drink to be brought to school

## Wet Weather

- \* Students to remain inside at all times unless going to the toilet, getting a drink or going to the canteen (only if they have money, not to accompany friends)
- \* Ball games are not to be played
- \* Chromebooks may/may not be used at stage discretion

## Attendance and Arrival

### Attendance Requirements

- \* All students are expected to be at school on time every day ready to learn
- \* School begins at 8.45 am; Warning music plays at 8.40 am
- \* Students are expected to be lined up outside classrooms when the bell rings
- \* Rolls marked at 8:45 am
- \* Learning begins at 8.45 am
- \* Students who are late are to go to the office to get a late note

### Partial Attendance (Late arrival and early finish)

- \* Arrival at school after the bell requires a late note from the office
- \* The late note must be given to the class teacher

### Absences

- \* All absences must be explained by either a written, electronic or verbal explanation
- \* Attendance is monitored regularly and 100% attendance is rewarded every 5 weeks
- \* Teachers call home after 3 consecutive absences
- \* When attendance falls below 90%, parents/carers contacted by teacher
- \* When attendance falls below 85%, parents/carers are formally contacted by principal
- \* All attendance communication to be added in Sentral Notes

### Arrival to Class

- \* It is the responsibility of the student to return to class lines promptly after recess and lunch
- \* Failure to return to class lines promptly between transitions will result in a student having their name moved down on the bump-it-up wall.



## Voice Levels

### 4 - Outside Voice

- \* Can be heard outside

### 3 - Group Voice

- \* Loud and proud, can be heard anywhere in the classroom

### 2 - Partner Voice

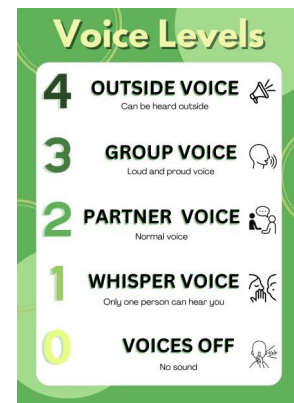
- \* Only should be heard by partner/group

### 1 - Whisper Voice

- \* Can only be heard by one person

### 0 - Voice off

- \* No sound



## Traffic Light System

### Stop (red)

- \* Only approach the teacher if the problem is serious

### Act (orange)

- \* Can the problem be solved by asking a peer?

### Think (green)

- \* Can you solve the problem on your own?



## 5L's

### Kinder - Year 2

- \* Look, Listen, Lips, Legs, Laps.
- \* Look at teacher, listen, lips closed, legs crossed and hands in laps

### Year 3 - Year 6

- \* Sitting at desks, actively listening to teacher, nothing in hands



## Uniform

- \* Take pride and value in uniform
- \* Ensure it is kept neat and tidy
- \* Ensure full school uniform everyday
- \* Refer to Uniform Policy for up-to-date uniform expectations
- \* All hats are to be Vincentia Public School hats only. No beanies are permitted as they do not offer sun protection. No other hats are permitted. Hats and hoods are not to be worn inside
- \* Sport jumpers that have been earned through PSSA sport are permitted on Fridays only. Sport jumpers from outside school clubs etc. are not permitted
- \* It is preferred that shoes are plain black without coloured laces or any colour. Boots or high tops are not part of our school uniform
- \* Socks are to be plain white and are to be visible above shoes
- \* Minimal jewellery only to be worn e.g. small studs, small necklace/chain etc. Safety of students is the focus e.g. no large earrings or necklaces. Jewellery worn at own risk
- \* Smart watches (any with video/recording/messaging capabilities) follow the mobile phone expectations and are to be kept in the front office
- \* Fingernails are only to be natural colour and fake nails are not acceptable
- \* Sunglasses are optional
- \* No makeup
- \* Only natural hair colours are acceptable
- \* Only ear piercings are acceptable
- \* PLEASE PUT STUDENT'S NAME ON ALL ITEMS OF CLOTHING



**Vincentia Public School**  
Current Official Uniform

Summer Uniform      Winter Uniform      Sports Uniform - Friday

**Uniform Update**  
In keeping with our updated school logo, launched in 2021, Vincentia Public School is currently undergoing a uniform change.  
In consultation with our P&C and wider community, a new shirt was selected by popular vote.  
We anticipate the new uniform will be available from ~~2023~~ ~~2024~~ and ready for purchase from the beginning of Term 1 2024.

Available at the Front Office  
Sports Shirts    \$35  
Hats            \$12

We have a pre-loved Clothing Pool a school where items can be purchased for a gold coin donation.

## Equipment

- \* Students must come to school everyday with the correct equipment to learn
- \* Respect and care must be shown for all equipment
- \* All equipment must be clearly labelled
- \* Any equipment provided to students is to be labelled
- \* Students must replace equipment when needed
- \* Desks must be free from clutter (e.g. large pencil cases, bottles, hats, etc.) and neatly organised to optimise learning
- \* Workbooks to be kept in KLA tubs
- \* Students to follow efficient handing out and packing up equipment process
- \* Laptops/computers/tablets are to be treated with respect and care and only used in the appropriate manner. Failure to do so, may result in a students access to technology being revoked.



## Mobile Phones

- \* Mobile phones are not to be used by students within the school grounds at any time
- \* All mobile phones must be turned off and handed in to the office (in named pouch) every morning upon arrival at school
- \* Students are to line up outside office after school to collect their mobile phones. Only one student can collect their mobile phone at a time. Phones are to remain turned off until students have left school grounds at the end of the day
- \* Friends/siblings are not to accompany students into the office when dropping off/picking up mobile phones
- \* Mobile phones are brought to school at student's own risk

# Bookwork Standards

## Writing Tools

- \* HB pencil to be used K-3
- \* Pens may be used in Year 4 following a licence based on handwriting
- \* Pens to be used in Stage 3
- \* Blue/black - writing
- \* Red - margin and marking
- \* HB pencil to be used in all mathematics books

## Not to be used in student books

- \* Textas
- \* Sharpies
- \* Whiteout (tape or liquid)
- \* Erasers/rubbers (only for publishing)

## Setting out work

### Kindergarten

- \* Date at the top left hand corner
- \* Sheets stuck in neatly

### Stage 1

- \* Date at the top left hand corner of the piece of work, next to the margin
- \* Heading on first line and leave a line before writing

### Stage 2 and 3

- \* Date at the top left hand corner of the piece of work, next to the margin
- \* Heading on second line from the top or ruling off; to be underlined in red

## Page Use

- \* No blank pages; each consecutive page to be used before starting the next
- \* Printed margins are not to be written within

# Bookwork Standards

## Student Marking

- \* Used to develop ownership of, and responsibility of work, independence, reinforce learning
- \* A small tick or cross is appropriate

## Ruling Line

- \* All lines for organisation are to be done using a ruler
- \* Lines for working in mathematics (e.g. number lines) may be drawn without a ruler

## Worksheets

- \* Must be stuck in neat and straight
- \* The fold side must be placed closest to the centre of the book

## Scribbling and Graffiti

- \* Should never occur in books

## Book checks

- \* Books will be collected each term to check book presentation and work

## Corrections

- \* A single neat line placed through errors, not scribble

## Addressing Adults

### Knowing when someone is listening

- \* Address someone and wait for acknowledgement before speaking
  - \* Say 'Miss/Mrs/Ms/Mr with surname' and wait:
    - \* Until they stop what they are doing and look at you, or they reply 'yes'
- \* Don't interrupt, they will let you know when it is your turn to speak

## Moving around the school

### Walking in lines

- \* Walk in two even lines
- \* Whisper voices
- \* Watch the person in front for pace and space
- \* Teacher to remain beside or behind lines for WHS and supervision

### Lining up

- \* Two even lines (before entering the classroom)
- \* Whisper voice
- \* Look towards the teacher
- \* Listen and wait for teacher instructions

### Entering classrooms

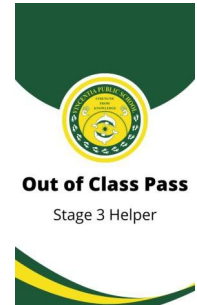
- \* Listen for teacher instructions
- \* Walk in quietly and sensibly, minding personal space
- \* Sit in expected location, remain quiet and wait for instructions

### Going to the toilet/getting a drink

- \* Appropriate times are before school, recess and lunchtime. (special considerations given when necessary)
- \* Class time is for learning, not going to the toilet
- \* Make it a habit to go at appropriate times
- \* The toilet areas and outside the toilets are not for playing
- \* Always wash your hands straight after going to the toilet. Discuss reasons for hand washing
- \* Drink bottles to be left in allocated location within the classroom

### Going to the office

- \* Take notes and money before school
- \* Never go to the office during class time, unless given permission by a teacher
- \* Printing is to be picked up during break times only
- \* Stage 3 students completing jobs are to wear a lanyard to identify themselves
- \* When arriving at the office;
  - \* Stand close to the window
  - \* Say good morning or good afternoon to show you are waiting
  - \* Wait for the office staff to speak to you
  - \* Remember to say please and thank you



### Out-of-Bounds

- \* Stay in the appropriate areas
- \* Red lines mark out-of-bounds areas
- \* Teachers may give you permission to go out of bounds

### Appropriate play

- \* Hats, money and objects (e.g. sports balls) must be taken to the playground at the beginning of the break. Returning to the bag area is not allowed during breaks
- \* Running can happen on the oval (grassed area) and basketball/netball court. It is closed before school and on rainy days
- \* The pavers area are for games that do not involve running or large sport balls
- \* Students are responsible for using their sport balls safely and appropriately

### Going back to class after a break

- \* Music is a reminder to end play/game, go to the toilet, wash hands and go directly to class lines
- \* All students should be lined-up and ready for class by the second bell
- \* All objects should be carried and not played with when returning to class

### Entering another classroom

- \* KNOCK, ENTER, and *WAIT QUIETLY* for classroom entry

