



## Pastoral Care, Student Well-being and Behaviour Management Procedure

Marri Mittigar is a place where young people are prepared for active and responsible participation in the community. Each member of the community is affirmed, valued and challenged.

Pastoral Care at Marri Mittigar involves a comprehensive and diverse range of activities. The procedures set down in this document are only one part of a Pastoral Care system that also recognises appropriate behaviour, and rewards effort and excellence.

**Scope:** The procedures are relevant to all Marri Mittigar activities, including School Camps and Excursions.

**Background:** At the core of the Barker College model of wellbeing is the Christian and spiritual framework upon which all aspects of an individual student's welfare rests. Wellbeing at Marri Mittigar is also encapsulated by the Barker values:

- Compassion
- Commitment
- Courage
- Integrity
- Respect

Pastoral Care, Well-being and Behaviour Management are based on:

- Self-respect
- Respect for others
- Respect for the School

This recognises the right of individuals to learn and develop to their full potential in a safe, positive and supportive school environment.

**A Supportive Environment for Special Assistance Students and Their Needs:** Marri Mittigar aims, through policy development and implementation, to provide a safe and supportive environment where each student who attends the school exercises their human right to be a part of a social community where they are free from physical and psychological harm. It is of the highest priority to develop an environment where each student can attend each day and be happy, fulfilled, cared for and valued.

*Wellbeing programs run through the classrooms provide the opportunity to explore the values, what they mean to us and how we can live them out in our lives.*



**Christian Values:** The Marri Mittaggar School Prayer, in its simplicity, perfectly encapsulates the essence of everything our wellbeing policy represents. This prayer is spoken in Chapel and assemblies and students are reminded regularly that, by following its message, they will fulfil their responsibility in caring for and about each other.

A student is encouraged to learn to relate to others in a Christian way with a caring approach. They need to develop respect for themselves and others through appropriate social behaviours and attitudes. They should be self-reliant and respect the feelings and rights of others.

Marri Mittaggar provides a structured environment in which an atmosphere of acceptance and tolerance is fundamental. Both the parents/guardians and staff should show warmth, care and compassion that reflects acceptance of the individual's level of development.

**Our Uniform:** Marri Mittaggar students feel a sense of ownership and belonging when they wear their school uniform with pride. They are encouraged to check that their uniform is correct from the 'ground up', from their shoes to their hat.

The uniform is a symbol of our learning community, our past, our present and our future and the red and blue BC insignia is worn with pride by students. Students may wish to discuss with the School and their parents how often they wear their uniforms and this is formally agreed with the Director of Marri Mittaggar.

**Parent Handbook:** The immediate physical and personal safety of Marri Mittaggar students is maintained by a clearly defined set of expectations and procedures outlined in the staff and parent/guardian handbooks. These include procedures for arrival and departure from school, movement around the school and areas deemed in and out of bounds, particularly for recreational play. All teachers are included on the playground duty roster and monitor students at play before school, at recess time and lunchtime.

***Our Wellbeing program functions in partnership with the Barker College School community through a system of relationships, expectations, rewards and sanctions designed to develop self-discipline.***

**Safety First Motto:** At Marri Mittaggar, we remind students that their number one priority is 'Safety First'. This message seeks to keep every child aware of safety for self and others and is reinforced through assemblies. Our Marri Mittaggar School Prayer provides a call to action where we as a School community think, act and speak in a kind way.



**Student Behaviour Expectations:** Concern and consideration for the wellbeing of all people who work and play at Marri Mittaggar is a key expectation of our students.

- Students are to be courteous and polite when speaking to staff and to others.
- Students are expected to refrain from engaging in bullying or harassment of other students at all times.
- Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).
- Single incidents of harassment and conflict or fights between equals, whether in person or online, are not defined as bullying. However, reporting such incidents for the safety and wellbeing of all is very important.

The Barker College Policy on *Bullying and Harassment* is adopted by Marri Mittaggar and we state that:

1. Staff and students at Barker support a climate of respect and care for others. Marri Mittaggar thus actively promotes respect for and tolerance of individual differences.
2. At School bullying in all its forms – physical, emotional, verbal and cyber – is totally unacceptable.
3. Marri Mittaggar is committed to minimising all forms of harassment.
4. Marri Mittaggar is committed to supporting the wellbeing and safety of all students, with staff and processes in place to support and respond to any concerns.
5. While recognising Marri Mittaggar's first priority is to support victims of bullying, Marri Mittaggar will also provide support for the student engaging in inappropriate behaviour towards others.

**Reporting Concerns:** What to do if you are concerned about your own wellbeing or the wellbeing of someone else;

- Tell someone. This person may be your parent/guardian, a member of staff or another adult.
- If you think someone else is being bullied, tell someone: tell your parents/guardian, or a teacher.
- If bullying occurs at school, at school functions, or on the way to or from school, you should contact a member of staff, The Director of Marri Mittaggar School or the Deputy Head People and Culture, Barker College. .

**Individual Response Plans & Care:** All procedures in relation to Pastoral Care and Behaviour Management recognises that:

- There are times when individual circumstances may need to be taken into account; and
- The procedures must remain flexible.



**Trained Staff:** Marri Mittigar staff members, in consultation with the Director of Marri Mittigar School where relevant, have the discretion to take any disciplinary action which they feel is fair, consistent, proportionate and appropriate for the individual student and to the circumstances and are expected to intervene on the Safety First motto like students and other visitors to our School.

For this Behaviour Management Procedure to be successful, it is expected that staff members will communicate effectively with students, pastoral carers and among themselves. Each staff member must take personal responsibility for ensuring that the procedures are implemented consistently and fairly. Effective and regular communication between home and school is important in promoting this common understanding.

Teachers adopt a constructive approach to pastoral care. They strive to foster positive relationships with students to promote learning and personal growth. Praise and feedback are an important element. Merit certificates are awarded for both consistent academic achievement and behaviour, which represents the Heart and Mind of the child towards their school and others.

Marri Mittigar is committed to discipline and behaviour management procedures, which are based on individual students needs, safety for all and procedural fairness.

**Marri Mittigar will ensure that the use of Corporal Punishment in any form is prohibited and will not allow Corporal Punishment to be carried out by a third party as a response to a discipline issue.**

## **Underlying Principles**

The underlying principle of behaviour management and investigations is Procedural Fairness.

In turn, Procedural Fairness is underpinned by three basic tenets:

- The right to be heard
- The right to an unbiased decision; and
- That all decisions are based on evidence

Investigations into all matters involving students will be conducted in a manner that observes procedural fairness and natural justice.

## **Conduct of Investigations**

- All investigations will be completed in a timely manner.



- Investigations and disciplinary proceedings will be transparent and consistent, acknowledging the rights and responsibilities of students, parents/guardians and staff members.
- Students will be given an opportunity to comment on, explain or refute information which may be damaging to them.
- Staff members will maintain records which show evidence of a systematic and fair investigation.
- Investigations will comply with relevant laws, statutes and guidelines.
- Where the outcome of an investigation may lead to placement on one or another Behaviour Management Plan Stage probation, suspension or expulsion, students must always be given the opportunity for a support person to be present. The support person should be present from the outset of the investigation or, at the very least, from the stage where a student is required to respond to any allegations. Typically, this support person would be the student's primary pastoral carer (eg class teacher).

## **Review Process and Right of Appeal**

In cases of Expulsion the right of appeal after the Director of Humanitarian Program's decision consists of:

- Parents/guardians writing to the Director of Marri Mittigar School to seek clarification; and / or

If parents/guardians are not happy with the decision or wish to seek further clarification they may then write to the Head of Barker College.

## **The School's Response to Breaches of Discipline**

Marri Mittigar has a range of disciplinary options that it may implement depending on the severity of a single incident or the accumulation of a number of incidents.

### **1. EXPULSION**

Expulsion will generally occur when Marri Mittigar's pastoral and disciplinary resources have been exhausted and, consequently, it is Marri Mittigar's judgement that the student can no longer benefit from attending the School.

Expulsion is the School's response when:

- A single incident of unacceptable behaviour has occurred that requires a student's removal from the School; or
- A student is judged by the School to be deriving no positive benefit from attending Marri Mittigar or
- A student consistently disrupts the learning of other students, or is judged to be an ongoing threat to the welfare of other students or staff members. In such cases, expulsion would



normally follow a succession of incidents resulting in other sanctions, advice, counselling, specific programs or referral to outside agencies.

## **Decision to Expel**

- The decision to expel a student will be made only by the Head of Barker College in consultation with the Director of Marri Mittigar School.
- Before requiring the expulsion of a student, will establish the status of previously written advice to parents/guardians, the Head of Barker College will also consult with senior pastoral care staff members and the School Counsellors.
- Where expulsion is being considered, the Head of Barker College may suspend a student for the period of time that it takes to consult with senior staff members in order to reach a decision. The student and the parents/guardians will be made aware that this process is occurring.
- Any final decision and discretion in these matters sits with the Head of barker College and the impact on the student will be fully considered before such a decision is made. The Head of barker College will notify the Chair of Council on enrolment termination decisions.
- The Director of Marri Mittigar School and senior staff members will routinely offer to assist parents/guardians to find placement at another School for a student who has been expelled from Marri Mittigar, if that is their wish.
- The School's Pastoral staff members may continue to support a student and their family in the transition to another school.

## **2. SUSPENSION**

- Marri Mittigar, for a single incident, may require suspension of a student where the warrants a penalty, which is less than expulsion.
- A suspended student is being given an opportunity to reflect with their parents/guardians on whether Marri Mittigar is the correct School for the student, and whether they have the necessary resolve and character to return to Marri Mittigar and conform to the School's expectations.
- Suspension carries with it the implication that any further serious incident or breach of Marri Mittigar's Student Code of Behaviour, whether in a related area or not, may result in expulsion.



- The period of suspension may vary from one day to a maximum of two weeks. The period imposed is at the discretion of the Director of Marri Mittigar School or delegated representative.
- A student who is suspended can expect to be placed on a Behaviour Management Plan for a period of time on return to School which is negotiated with the parents/guardians.
- The period of suspension may be served as an internal suspension, in which the student attends School but does not attend normal classes or interact with other students in breaks.

## **Decision to Suspend**

- The decision to suspend a student will be made by the Director of Marri Mittigar School in consultation with the relevant staff members. The Director of Marri Mittigar School or a delegated senior staff member may immediately suspend a student where the student poses a threat to themselves, to other students or staff members, to the safe conduct of an activity, to the School, or to an investigation process.
- Students who have been suspended internally will complete work under the supervision of staff members, but will not participate in co-curricular activities or events for the duration of the suspension. Typically students who are internally suspended will have recess and lunch breaks at different times to their peers.
- Students who have been suspended externally will not be allowed to attend any School activities or functions for the entire duration of their suspension. This will include weekends where a student has been suspended for a calendar week, or when the weekend falls within the period of suspension. Details of the suspension are at the discretion of the Director of Marri Mittigar School or delegated representative.
- Following a period of suspension, consultation with class teachers and interviews with the student will be carried out at least four times per term by the Counsellor or class teacher. These interviews are designed to encourage progress, correct problem areas and establish goals for the student to work towards. These consultations and interviews help to avoid the situation where a student may only come to the attention of the staff member when they have done something wrong.
- If necessary, the School will support, through counselling or referral to outside agencies or professionals, those students who have been suspended.

## **3. BEHAVIOUR MANAGEMENT PLAN STAGES INITIAL**



- A student may be placed on a Behaviour Management Plan Stage(s) for a period of between five weeks to twelve months. This period will be discussed between the Director of Marri Mittigar School and the parents/guardians. In each case, written advice of the School's decision will be given to the parents/guardians by the Director of Marri Mittigar School or delegated representative.

#### **4. DECISION TO PLACE A STUDENT ON BEHAVIOUR MANAGEMENT PLAN STAGES**

- Placement on Behaviour Management Plan Stages results after consultation between the Director of Marri Mittigar School and the Marra Mittigar staff.
- When students successfully complete their Behaviour Management Plan Stage, the student will be interviewed by the Director of Marri Mittigar School, informed that the Behaviour Management Plan period has been completed and be commended on their progress.
- A letter confirming the completion of the Behaviour Management Plan Stage(s) will be sent by the Director of Marri Mittigar School or delegated representative to the parents/guardians.
- Wherever, in the opinion of the Director of Marri Mittigar School, a student is not responding positively to the opportunities and or conditions of the Behaviour Management Plan Stage(s), a further interview will be arranged with the parents/guardians by the Director of Marri Mittigar School or a delegated representative and further counselling may occur.
- Whenever such interviews or counselling seem not to have achieved a positive outcome, the parents/guardians and/or the Marri Mittigar may agree to investigate alternative options available for the student's continued schooling away from Marri Mittigar.

#### **5. BEHAVIOUR MANAGEMENT STAGES**

The use of 'Stages' for student behaviour is intended to:

- assist in the clarification of the status of a Marri Mittigar student who has behaved in a manner deemed to be inappropriate at a serious level;
- ensure due process is followed in extreme cases of poor behaviour, even of a fairly low level but persistent nature;
- ensure that a supportive approach is given to students whose place at the Marri Mittigar might be at risk; and
- provide a language to facilitate discussion about the relative level of risk a student has reached.

A student's behaviour outside Marri Mittigar in his/her private time may also be subject to investigation by Marri Mittigar where that behaviour adversely affects the Marri Mittigar community or Barker College's reputation.





## **The Four Stage Model with Review**

### ***Cautionary Stage One***

Where a student exhibits unacceptable behaviour or attitude to learning, the student may be placed on this Stage to enable them to reflect on their behaviour. The placement on Stage 1 would be communicated to the parent/guardian by a telephone call from the Director of Marri Mittigar School and followed up by email.

### ***Stage Two***

This Stage is for students who have accumulated a number of detentions for a range of reasons, or, alternatively, if the student commits a single act of misconduct that warrants this Stage. This Stage could be imposed in addition to another School punishment.

This Stage usually involves a meeting of the parents/guardians and the student with the Director of Marri Mittigar School. Confirmation of this Stage will be made by the Marri Mittigar in writing. This letter will outline means of support, pathways to improvement and expectations of behaviour to assist in the student's removal from this Stage.

### ***Stage Three***

This Stage is for students who have continued to exhibit unacceptable conduct or commitment to academic improvement despite placement on Stage Two, or alternatively, if a student commits a single act of misconduct sufficient to warrant placement on this Stage. This Stage might be imposed in addition to an Internal Suspension or Suspension from School.

This Stage may involve a meeting of the parents/guardians and student with the Director of Marri Mittigar School or representative. This meeting will be supported by notification in writing of expectations of the Marri Mittigar, of the student's status, in addition to the means of support to assist the student's progress and removal from this Stage.

### ***Stage Four***

This Stage is for students who have continued to exhibit unacceptable behaviour or commitment to academic improvement despite placement on Stage Three. A student might be placed on Stage Four as a result of a major single act of misconduct.

It is intended that this Stage is either a 'final chance' for repeated misconduct at lower levels or a 'second chance' for a significant breach of Marri Mittigar's rules and expectations of first time offenders.



Like Stage Three, this Stage involves a meeting of the parents/guardians and student with the Director of Marri Mittagig School or delegated representative. This meeting will be supported by notification in writing of expectations of behaviour, the student's status, in addition to the means of support to assist the student's progress and removal from this Stage.

### **Stage Review**

The status of all students on a Stage will be reviewed as a matter of routine. This review will be undertaken by the Director of Marri Mittagig School in consultation with the student's teachers.

Stage Reviews will take place as indicated by the Director of Marri Mittagig School. Class teachers and staff members involved in co-curricular activities undertaken by the student will be asked for their input and recommendations for each student on a Stage.

Progression to a higher Stage or removal from a Stage or Stages can be possible outcomes of a Stage Review.

Despite this four-stage model, some incidents of extreme student misconduct could result in immediate expulsion from Marri Mittagig. Students might also miss a stage in this model if their poor behaviour or very good behaviour warrants the leap-frogging of a stage.

## **Behaviour Management Plan Stages**

### **Responsibilities / Delegations**

#### **General Procedures**

- In reaching decisions regarding placement of a student on Behaviour Management Plan Stages, suspension and expulsion, it will be normal practice for senior staff members to consult with the class teacher(s) and to be informed by their recommendation. The opinion of the School Counsellors will also normally be sought.
- Written records will be made and placed on the student's personal file of all conversations between staff members and students, staff members and staff members, staff members and parents/guardians relating to, or resulting in, the application of sanctions, Behaviour Management Plan Stages, suspension and expulsion. These records will be held in a secured location and accessible to the Director of Marri Mittagig School and his/her representative as may be required from time to time.



- No student shall be placed on a Behaviour Management Plan Stage, suspended or expelled without direct contact with parents/guardians. This contact will usually be by the senior staff member who is responsible for imposing the suspension, and will precede written advice. The Director of Marri Mittigar School may communicate oral advice to parents/guardians of the Marri Mittigar's intention to suspend a student or place that student on a Behaviour Management Plan Stage.
- Every effort will be undertaken by the Marri Mittigar to inform the parents/guardians of a student who is suspended prior to the student informing their parents/guardians.
- Other than instances of cigarette smoking, an interview will usually be arranged with the parents/guardians at which Marri Mittigar's disciplinary decision is confirmed. The class teacher will normally be present at this interview. In instances of smoking, parents/guardians may request an interview and Marri Mittigar will always accede to this request.
- Whenever a student is expelled, suspended or placed on a Behaviour Management Plan Stage, the parents/guardians shall subsequently be informed in writing, and a copy of the letter placed on the student's personal file.
- The Director of Marri Mittigar School will maintain a current list of those students who have, during their time at Marri Mittigar, been placed on Behaviour Management Plan Stages or suspended. This list will be formally reviewed once each term to monitor the student's progress and status.

## 6. UNACCEPTABLE BEHAVIOUR

The following behaviours (**including but not limited to**) may constitute grounds for placement of a student on a Behaviour Management Plan Stage:

- Continuing poor academic effort;
- Persistently disrupting the learning of others;
- Physical violence;
- Assault causing bodily harm or significant property damage;
- Assault of a student or staff member;
- Inciting violence, aggression or harassment;
- Abuse of a staff member;
- Verbal harassment;



- Sexual misconduct or sexual harassment of a student or staff member;
- Unacceptable language;
- Disobeying a reasonable instruction given by a teacher or supervising adult;
- Continued disobedience;
- Persistent bullying or harassment;
- Lying to teachers or supervising adults;
- Possession and / or use of weapons;
- Theft of School property or personal property of another student or staff member;
- Destruction or deliberate misuse of School property or property of another;
- Entering School or private premises without approval;
- Unauthorised or unexplained absence from School;
- Public behaviour contrary to the School Code of Behaviour;
- Behaviour contrary to the School Code of Behaviour while on School premises or during School activities;
- Persistent unexplained absence;
- Possession of drugs for use, distribution or sale;
- Possession of drug-related objects such as syringes, bongs, pipes etc;
- Attending School, or School activities, whilst affected by any illegal, illicit or unsanctioned substance;
- Possession of prescribed, over-the-counter medicines or performance-enhancing drugs for use, distribution or sale;
- Inappropriate use of solvents or inhalants;
- Possession of alcohol for use, distribution or sale; or
- Possession of cigarettes for use, distribution or sale.

## **7. Sanctions for Inappropriate Behaviour**

Class teachers may place students in time out to exclude them from the regular cohort on their initiative. Staff members are encouraged to insist on required approaches to work, conduct and attitude and to insist on students achieving them.

### **SANCTION PROCEDURE**

Time out or in-school exclusion may be short term, of just a few minutes, or long term, at lunchtime.



## **Detention Demerit Procedure**

- Any teacher may issue a sanction for reasons believed to be serious and appropriate. Class teachers should notify the Director of Marri Mittigar School that a sanction has been issued.
- If the matter is deemed of a significant nature, the teacher or the Director of Marri Mittigar School will contact a parent/guardian informing the parents/guardians of the sanction and outlining the reasons for it.
- Recurring inappropriate behaviour requiring sanctions will result in an interview with parents/guardians and the classroom teacher and may include the Director of Marri Mittigar School.