

Discipline Policy

Preface

The Education Act requires that policies related to the discipline of students be based on procedural fairness. Hence the process that leads to disciplinary action and the implementation of associated penalties, particularly but not exclusively in relation to suspension, expulsion and exclusion, must be procedurally fair.

Procedural fairness is the basic right of reply through grievance procedures and the assumption that investigation and decision making processes be impartial and unbiased.

The Redfield College Discipline Policy

Is underpinned by these principles and procedures. Furthermore, Redfield College encourages students to use their freedom responsibly, to be selfdisciplined and to take charge of their own behaviour as part of a positive and true development of their character through their schooling.

At Redfield College school based disciplined rules have been formulated and established to provide all students with clear expectations of behaviour and associated and appropriate consequences pertaining to infringements and misbehaviour. The consequences are dependent on the severity, degree of intent and frequency of the offence to ensure the principles of equity and justice are maintained.

All misconduct and breaches of College rules will be investigated thoroughly, followed-up appropriately and acted upon promptly. In all dealings with



student discipline, Redfield College will follow procedural fairness, in a manner ensuring fair practice and equity, respecting all parties(including parents) and due observance of confidentiality.

Self Discipline & Character Development

Self Discipline is the basis of any good and effective discipline structure. Redfield College recognises the need to focus on clear expectations, consistent application of consequences, early intervention and the development of positive patterns of behaviour.

Whilst students are encouraged to act with a spirit of freedom it should always be framed by personal responsibility. As students develop in character and self-discipline, their behaviour is motivated internally as a consequence of personal conviction, needing fewer external sanctions to meet the high standards of behaviour expected at Redfield College.

Behaviour Code

The Redfield College Behaviour Code has been developed based on the **rights and responsibilities** of students.

The Behaviour Code aims to:

- treat all students fairly and justly
- set high standards of behaviour in support of character development
- promote effective teaching and learning
- create a positive and enriching environment that fosters mutual respect
- encourages students to take full responsibility for their behaviour

Individual Rights & Responsibilities under the Behaviour Code:

As a Student At Redfield College I	Therefore I have the responsibility	
have the right to:	to:	
Be treated with understanding and	Treat others with	
respect and feel part of the College	understanding and respect by	
family.	– not laughing at them and	



	,
	helping them when they are in
	need.
	Respect the Anti-Bullying
	policy that applies to all
	persons at Redfield College
Wear the College uniform with pride.	Be well groomed at all times,
	wearing all aspects of the
	College uniform correctly as
	an ambassador of the College.
	Protect and respect the
	property of others and of the
	College.
Experience a safe environment.	Respect and care for the
	safety of others by following
	procedures and rules.
	 Not bring to the College any
	item that may harm myself
	and/or others
Experience maximum benefit from all	Cooperate with teachers and
my lessons.	other students to contribute to
	a positive learning
	environment and keep up to
	date with required work.
	Not to interfere with the right
	of other students to learn.
	Not to be late to classes and
	participate in all College
	activities such as excursions,
	carnivals and sporting events.
Receive appropriate	Complete all



benefit me, with clear expectations	time and to the best of my
of what is required.	ability.
	Use my school
	diary/canvas/student
	intranet/email appropriately to
	convey and record
	information.
Experience a broad education in a	Care of the College
pleasant, well-resourced and clean	environment – by not
environment.	vandalizing College property
	and reporting incidents of
	such vandalism.
	Return all borrowed items in
	good condition and never
	chew gum on College
	property.

Natural Justice and Procedural Fairness principles

When concerns are raised about a student's behaviour:

- the student will have a fair opportunity to know and understand the concerns and the supporting evidence used in arriving at those concerns
- the student will also be given a reasonable opportunity to think about the matter and prepare a response. In serious cases students have a right to seek guidance from parents/guardians/Mentor or support person of their choosing before responding
- the student's parents/guardian/Mentor will be informed as soon as is practicably possible
- the investigation process will be conducted in an unbiased, impartial and objective manner



 the decision based on a considered assessment of this evidence will be made with total impartiality

Corporal Punishment Statement

The use of corporal punishment to enforce discipline, or for any other reason, by any member of staff, or other person associated with the College is <u>strictly prohibited</u>. Redfield College neither explicitly nor implicitly sanctions the use of corporal punishment by non-College persons, including parents, to enforce discipline.

Suspension, Expulsion & Exclusion of Students

- Where a disciplinary issue arises which may result in expulsion or suspension the school will investigate the circumstances surrounding the issue. The Head of Discipline may direct the student not to attend school while the investigation takes place. An investigation will include the student being provided with information about the nature of the allegations and being given an opportunity to respond.
- 2. If after receiving the results of the investigation and hearing representations from the student, the Head of Discipline forms the view that the student should be expelled, the Head of Discipline will make a recommendation to that effect to the Headmaster and advise the student and parents/carer that this recommendation has been made.
- 3. The parents/carer or student may appeal against that recommendation to the Headmaster, setting out the reasons why the Headmaster should not act on the recommendation. Any appeal must be provided to the Headmaster no later than 3 days after the parents/carer have been advised of the recommendation.
- If no appeal is made, the Headmaster will decide whether to accept the recommendation and advise the student and parents/carer of the decision.
- 5. If the student or parents/carer have lodged an appeal, the Headmaster will consider the recommendations and the reasons provided by the



student or parents/carer for not following the recommendation and will decide whether to accept the recommendation of the Head of Discipline. The Headmaster will then advise the student and parents/carer of the decision.

1. Suspension (internal/external suspension)

When a student's conduct and/or behaviour is considered prejudicial to the safety, good order or reputation of Redfield College or any of its persons, the student may be given an <u>external suspension</u> from the College or any of its activities. This means that a student's right to attend the College or any of its activities has been withdrawn for a period of time not exceeding 10 school days. In the case of an <u>internal suspension</u> this means the student's right to attend classes has been withdrawn for a period of time not exceeding 5 school days (the student is still expected to attend the College in full College uniform).

In compliance with procedural fairness, discussion between the Headmaster or Head of Primary, the appropriate members of staff and the student will take place before the Headmaster decides on the manner of suspension.

Once a decision to suspend has been made, and before the suspension is implemented, the Headmaster or member of the executive team will immediately inform the parents/guardian of the decision by phone. The parents will be notified more formally in writing thereafter. The Parents may come to the school and meet with the Discipline Master or member of the Executive team to discuss the matter prior to the suspension. The student may have a support person attend formal interviews if they wish. All letters of suspension must be approved by the Headmaster.

During the period of suspension the College, parents and the student will work together on there solution of the problem that has led to the suspension.

All suspension matters must be authorised by the Headmaster, who may consult with the Redfield Executive Committee, if required.



2. Expulsion

Expulsion means the total withdrawal of a student's right to attend Redfield College. It involves termination of the contract entered into by the College and the parents at the time of enrolment.

Expulsion is a very serious step for the College to take and will only be considered when the student's presence at Redfield College places other members of the College community at risk, the student is involved in illicit activities contrary to the well being of others or if the student's behaviour over an extended period of time is deemed to put in jeopardy or disallow the College to administer its duty of care to others. The Headmaster will inform the parents of the decision by phone followed formally by a letter. All measures will be taken to ensure that the emotional and physical safety of the expelled student is attended to during his transitional phase. The student's Mentor will be in attendance with the student until the parents or guardian is at hand.

3. Exclusion

Exclusion is the act of preventing a student's admission to a number of schools. Exclusion is seen by Redfield College as a very extreme circumstance that would be taken in consultation with the PARED Board and Heads of the other PARED system Schools. The Headmaster of Redfield College may make a submission recommending the permanent exclusion of a student from the registration system of the PARED schools.

Primary Discipline Policy, Guidelines & Procedure

Discipline needs to be consistent, fair and appropriate to the age and grade of the student and proportional to the misdemeanour. Sanctions are to serve as a means of modifying behaviour and to help students realise the need for self-discipline and teamwork. If a sanction is to be administered it should be given, if possible, on the day of the incident.



It is important that the reasons for any sanction are explained and understood by the student and appropriate documentation made if necessary; i.e. tutor notes, student observation notes, lunch time detention book, student diary or phone call to parents.

All major incidents are digitally documented on a <u>Discipline Incident form</u>. Copies are sent to the Heads of Primary and Formation, to the student's mentor and to other relevant teachers.

Discipline Procedures

1. Homework

Homework, if missed for a genuine reason, needs a note of explanation from the parents and will still need to be completed in the student's own time. Homework misses without suitable explanation will result in a lunch time detention.

- The teacher who has given the lunchtime detention must register the student's' name in the register of the Detention Book (digital format) which can be located on the school's intranet.
- Students who have been given a detention need to go to the detention classroom on the 1.07pm lunchtime bell. They must either complete the missing homework or be given another activity to complete during the detention.
- The detention is checked against the register and recorded in the Detention Book by the supervising teacher. Students have their diary stamped and the reasons for the detention noted in the diary.

The parents and tutor will be notified of repeated detentions, and a suitable strategy developed to help the student.



Behaviour

1. Classroom misbehaviour

Homework, if missed for a genuine reason, needs a note of explanation This is to be dealt with initially by the classroom teacher. Positive reinforcement strategies are given priority. Team points should never be taken away from the student's team for poor behaviour.

If students are removed from the class for unacceptable behaviour it is only to be for a brief period and they must be in full view of the teacher. On no account should students be left outside of the classroom for lengthy periods of time. On occasions a teacher may decide that the best procedure is to send the student, with a note of explanation, to another teacher's class for a period of 'time out'.

Teachers at their discretion may opt as a lunchtime sanction to get the student to pick up papers from the yard. The teacher who has administered the sanction must make sure that this is carried out. In addition, he will, at a later date, indicate on the student's diary the reason for the behaviour detention.

More serious misbehaviour may result in a behaviour detention at lunchtime. Same process applies as to homework detentions. During a behaviour detention the student will write down an account of his actions leading to the detention and include, where appropriate, an apology. The student will have his diary stamped and the detention recorded in the Detention book.

If a student's misbehaviour continues despite the student will be sent to the senior teacher in charge of discipline.

2. Fighting

Redfield Primary has a 'hands-off' policy. No games are allowed in the playground that involve physical violence, including tackling, wrestling, etc. Students who have been involved in a physical fight will be disciplined by the teacher in charge of discipline. The teacher in charge will investigate and



document the matter and will discuss with the Head of Primary a suitable form of sanction.

3. Bullying

When a complaint has been made by a student, a parent or teacher, regarding a case of bullying the complaint is to be investigated as quickly as possible. The following steps are then to be taken:

- The senior teacher in charge of discipline interviews both the student being bullied and the student who has been doing the bullying. He will also interview eyewitnesses to the incident.
- If the bullying has been confirmed the teacher then gets the student to apologise to the victim.
- In less serious cases, the student will be placed on detention where he will write a more formal apology. The tutor will follow up the matter with the student and parents through the normal tutorial process.
- In more serious cases the Head of Primary will speak to the students involved, and the student who has been bullying is placed on internal suspension to work in isolation outside his office for a determined period, from half a day to several days.
- The parents of both students are contacted by the senior teacher in charge of discipline.
- The details of the bullying and the action taken is then written up and emailed to the Head of Primary, tutors of the boys concerned, members of the Primary Executive, Director of Formation and the class teacher of the students involved. The School Office also receives a copy to be attached to the students' files.
- If the bullying continues the process is repeated and the bullying student's parents are contacted and an interview arranged.
- In all cases of bullying it is imperative that the students' tutors and class teacher are informed of the details.



Transport

Students who misbehave on the bus, train or public areas during travel time will be referred to the senior teacher in charge of discipline. Their behaviour may result in a behaviour detention or, in more serious cases, an internal suspension.

Repeated unsatisfactory behaviour may result in the student being suspended from bus travel for a set period.

Uniform

Students not wearing the correct uniform need a note of explanation from their parents/caregivers. Students who are repeatedly out of uniform without a reasonable excuse will have their parents contacted. Haircuts or hairstyles that contravene the uniform code will likewise lead to parents being requested to have the student's hair fixed.

1. Sports Uniform

Students who have not brought the correct uniform and a written note of explanation will be dealt with at the discretion of the Primary Sports master.

2. Wearing of caps

The school has a "no hat no play" policy. The school hat is to be worn whenever the students are outdoors in the playground, during PE or sporting activities and on excursions. The proper caps to be worn are either the plain blue peaked cap or the approved cap with the Redfield badge on the side. Students without a cap will sit outside an undercover area outside a designated classroom.

All hats must be appropriately labelled. Swapping of hats is not allowed, and the health reasons behind this are to be explained to students.



3. Sun Protection Policy

At Redfield College, Primary school students are required to wear a hat when playing on the oval and when participating in an outdoor activity or outdoor excursion.

The present cap is sold through the school uniform shop and is to be worn with the flap out to protect the ears and neck.

Students who do not have a cap are directed by the teacher on playground duty to play or sit in the shaded areas of the school courtyard or shaded areas outside classrooms. It is important that teachers on duty provide a good role model by wearing a hat while supervising playing areas.

While the school does not supply sunscreen for everyday use by students, sunscreen is made available for sports carnivals, where the students will be out in sunny areas for a greater length of time than on an average school day.

Talks on sun protection are given through PDHPE lessons and periodically by teachers and the district nurse at weekly assemblies and in the classroom. Visual information on sun protection is to be displayed in the classroom and around the school.



Mobile phones

Primary students who wish to bring a mobile device to School require written permission from a parent or guardian. All mobile devices brought to school must be clearly marked with the student's name. Students are required to hand in their mobile devices to their class teacher during roll call each morning, or to the Student Services Officer, should they arrive late. The mobile devices will be kept in a secure location by the College during the day. The class teacher will return the devices to the students at afternoon dismissal.

If any student needs to contact a parent during school hours, he should do so via the School Office. Parents who need to contact their child during school hours should telephone the School and leave a message with the School Office, not via their child's mobile phone.

Students are not encouraged to bring a mobile phone to school. If by necessity students bring their mobile phone to school, they are only to be used before 8.25am or after 3.05pm. Mobile phones must be handed to the home room teacher at morning admin and will be returned at the end of the day. Mobile phones found in a student's possession will be confiscated by staff, given to the Heads of School who will retain the phone for three school days on the first offence and 5 school days for a second offence. Should a student be found in possession of his phone for a third time the parents will be contacted and the phone will be confiscated for 2 school weeks. Further breaches will result in more serious sanctions.



Discipline Levels – Primary School

1. Warning	2. Penalty –	3. Penalty –	4. Penalty –	5. Penalty -
	Time	Detention	Parents are	Suspension
	Out/Paper		contacted	
	Pickup		by Head of	
			Discipline	
Minor	Repeated	Ongoing ignoring	Major	General refusal to
disobedience to	ignoring of	of teacher	disobedience	conform to school
directions	teachers	directions	with argument	code of conduct
	directions		and defiance	
Calling out in	Repeated calling	Continued calling	Deliberate	Continued
class	out in class	out in class	provocative use	deliberate use of
			of swearing,	swearing, impure,
			impure, immodest	immodest
			language, oral or	language, oral or
			written	written
Minor disruption	Repeated minor	Major disruption	Systematic major	Dangerous pranks
to class	disruptions to	to class	disruption to	or acts of a more
	class		class	serious nature.
Minor disrespect	Repeated	Continuous	Deliberate	Serious or
to another's	disrespect to	disrespect to	vandalism of	repeated
personal property	another's	another's	personal or	vandalism of
	personal property	personal property	school property	personal or
				school property
Unkindness	Deliberate lack of	Deliberate lack of	Ongoing bullying	Continued
	Charity	respect for others		bullying after due
				warning given
				and parents
				contacted
		Actions	Deliberate actions	Deliberate actions
		endangering	resulting in	resulting in
		others' physical	physical harm.	serious physical
		integrity.		harm.
Homework not		Repeated failure	Consistent lack of	No improvement
done		to hand in	cooperation with	in co-operation
		homework	teachers	after parent
				notification



Secondary Discipline Policy, Guidelines &

Procedure

General Discipline

- General Discipline is the domain of all teachers at Redfield College, though the responsibility of overseeing its function is the responsibility of the Discipline Master. Depending on the incident the Discipline Master will work alongside the appropriate staff and the College Executive via the Deputy Headmaster in the investigation and recommendation process.
- 2. Following is a list of common out-of-class incidents with appropriate guidelines for staff to consider/follow as is appropriate for each individual circumstance. It is paramount that the Discipline Master be advised of the incident as soon as is practicably possible. Minor incidents may be dealt with by the staff member without consultation. Professional discretion and judgement must be used at all times, considering; duty of care, safety issues, natural justice and procedural fairness.

Common Incident/Situation	Recommended Action
Use of Mobile Phone out of	All phones are to be handed in to the
permissible hours (between 8:25am	teacher at home room each morning
- 3:05pm)	and returned at the end of the day.
	Any student who is found with a
	phone during school hours will have
	it confiscated for 3 school days for
	the first offence, 5 school days and
	the parents are informed for the
	second offence. If there are further
	transgressions another confiscation

Common Incidents Listing With Guidelines For Teachers To Consider



	of O cohool weaks and a mosting
	of 2 school weeks and a meeting
	between the Mentor and the parents
	will take place.
Use of student laptop (yrs 11 & 12	Teacher to contact Heads of School
only) contrary to laptop policy.	with details. Laptop may be taken
	from student and passed on to the
	Heads of School for further
	sanctions at the discretion of the
	Head of School.
Out of Bounds	Students redirected to in-bounds on
	safety considerations – passed on to
	Heads of School for further
	appropriate sanctions
Graffiti on buildings, furniture,	Teacher reports possible culprit to
College texts	Heads of School – minimum of a
	Thursday detention and payment of
	damage cost if found culpable. Rest
	of penalty to reflect nature of
	graffiti.
Late to College on an ongoing basis	Mentor informed, Parents informed
	by Heads of School – possible loss
	of driving privileges if they apply
Late to class on an ongoing basis	Follow in-class discipline procedure.
	Blue book leading to Thursday
	detention.
Truancy from class	Reported to the Heads of School for
	further disciplinary action. Minimum
	of Thursday detention/parents &
	Mentor informed by Heads of
	School.



Truancy from College ½ - full day	Reported to the Heads of School for
	further disciplinary action. Minimum
	of Thursday detention/parents &
	Mentor informed by Heads of School
	– possible internal suspension.
Truancy from sports carnival	Reported to Heads of School for
	further disciplinary action. Minimum
	of Thursday detention / parents &
	Mentor informed by Sportsmaster –
	possible internal suspension.
Failure to attend Thursday detention	Heads of School to follow through
	with 2ndThursday detention. Parents
	informed directly via email/phone.
	3rd missed detention becomes
	internal suspension.
Unacceptable behaviour in the	Librarian to follow through as per in-
library	class behaviour procedure. Incident
	noted on Library tracking file
Unacceptable behaviour on bus	Heads of School to follow regularity
	and severity of misbehaviour on the
	bus may lead to cancellation of bus
	privileges and / or internal
	suspension.
Failure to wear correct uniform	Blue book leading to Thursday
	detentions by Heads of School.
Physical misbehaviour: fighting ,	Heads of School to be informed – to
wrestling, etc	follow through with appropriate
	disciplinary action. Minimum of
	Thursday detention and parents
	&Mentor informed. Duty of care
	issues at stake here – depending on
	I



	severity may lead to internal/external
	suspension.
Disrespectful behaviour towards a	Heads of School to investigate:
teacher: swearing at, threatening	Parents and Mentor informed, formal
behaviour towards, failing to follow	apology required – this will normally
instructions, filming or	lead to at least an internal
photographing a teacher without	suspension – other penalties may
their permission	apply, depending on the severity of
	the behaviour. Normally a Respect
	Contract will be implemented for a
	minimum of 10 weeks.

In-class Discipline

Subject teachers will deal with misbehaviour inside their own class. At Redfield College, the subject teacher will have all authority, within the confines of the policy, to deal with student discipline within the class, communicate directly with parents and tutors, and to close the loop on discipline issues as he sees fit, in an appropriate manner, incorporating the principles of natural justice and procedural fairness.

The Redfield College Secondary Severity Guidelines listed below is in place to assist in-class teachers to manage their class effectively within an appropriate list of incrementing severity. The list is by no means exhaustive or exclusive. We encourage teachers to be creative and positive in approaching all disciplinary matters, and to consult with more senior staff as required.

Severity Guidelines List:

Level 1

- simple instruction (repeated clearly)
- appeal to students better nature
- verbal warning or appealing look



• changed seating arrangements (temporary)

Level 2

- conversation with clear expectations and future consequences if not met – one on one before/after class.
- permanent changed seating arrangement
- contact mentor to follow through
- email to parents indicating misbehaviour

Level 3 (parents and mentor need to be informed)

- recess or lunch service duty with teacher on duty or subject teacher
- Thursday detention
- Heads of School informed possible follow up meeting

Level 4

- Behaviour Review on student by all his teachers/ Mentor/ Heads of School
- on short term contract through Director of Studies all teachers to sign
- letter sent home to parents from DOS possible meeting with parents

Level 5 (end of in-class teacher involvement)

- parents to meet Headmaster & DOS/DOF upgraded formal contract
- (possible) internal suspension

Level 6

- 2nd meeting with Headmaster
- (possible) external suspension
- (possible) direction to external provider for professional medical/psychological assistance

Level 7

• (possible) expulsion



Academic Discipline (classwork & homework)

At Redfield College we encourage the students to develop effective and consistent work and study habits. Incomplete class work, poor application in class and incomplete homework are detrimental toa student's academic progress. So that students do not fall behind in their work, Redfield College has developed a series of graded steps to assist them maintain a consistent approach to their academic study.

In these graded steps, expectations about class work completion and assigned homework are made clear.

Teachers in consultation with mentors will determine if there are any extenuating or mitigating circumstances that require pastoral attention rather than academic discipline action.

Step	Issue	Action
Step 1	Incomplete class work	Responsibility of teacher to
	and/or homework	administer appropriate
		assistance to student
		within normal class
		management strategies.
		Possible action: reminder
		with negotiated timeline for
		completion. Homework
		detention if repeat offender.
		Inform Mentor to raise the
		matter at next tutorial.
Step 2	Work still incomplete after	Mentor must be advised.
	step 1	Parents must be contacted
		(email, phone). In the case
		of HW miss – lunchtime
		detention to complete
		homework.

Graded Steps – Years 7 – 10



Step 3	Steps 1 & 2 have not	Responsibility passes on to
	resolved the issue	HOD and HOMS/HOSS who
		will:
		1. Review the process
		2. Interview the student
		3. Inform the parents
		4. Advise the Mentor
		5. Advise Director of
		Studies
		6. Place the student on
		Thursday detention
		7. Place the student on
		a homework/class
		work contract or
		Academic Review.
Step 4	If step 3 does not resolve	Responsibility passes on to
	the issue	the DOS and HOMS/HOSS
		who will review the process
		to date and take
		appropriate action –
		including meeting personally
		with the parents and Mentor
		in a formal meeting.

Graded Steps – Years 11 & 12

Some students find the transition, expectations and requirements in Years 11 & 12 difficult to achieve on their own. The following graded steps have been designed to assist them achieve their potential.

Step	Issue	Action
Step 1	Incomplete homework or	Responsibility of the
	lack of application in class,	teacher to administer
	lateness to class, general	appropriate assistance
	apathy towards work – once	(keeping in mind you are
	or several times	now dealing with mature
		young men). Possible



	I	—
		assistance: Teacher can
		meet with student to talk
		issue through and set
		workable targets/
		expectations. Mentor is
		informed to follow through
		on character development
		goals.
Step 2	Continued same offence	Responsibility passes on to
		HOD/HOSS to follow
		through.
		1. Discussion with
		student
		2. Mentor informed
		3. Parents informed via
		email or phone call
		4. Possible Thursday
		detention depending
		on student attitude.
Step 3	Continued same offence	Responsibility passes on to
		DOS to follow through:
		1. Discussion with
		student
		2. Meeting organised
		with Mentor and
		parents
		3. Student put on
		contract
		4. Possible "N"
		determination
		warning letter
L	1	1



Mobile Phones

Students are not encouraged to bring a mobile phone to school. If by necessity students bring their mobile phone to school, they are only to be used before 8.25am or after 3.05pm. Mobile phones must be handed to the home room teacher at morning admin and will be returned at the end of the day. Mobile phones found in a student's possession will be confiscated by staff, given to the Discipline master who will retain the phone for three school days on the first offence and 5 school days for a second offence. Should a student be found in possession of his phone for a third time the parents will be contacted and the phone will be confiscated for 2 school weeks. Further breaches will result in more serious sanctions.

Related Documents

- Consequence Process 2018
- Recording of Discipline Related Documents at Redfield College
- Anti-Bullying Policy
- Redfield Student Code of Conduct
- Redfield Formation Policy