

Kempsey West Public School

Rights, Roles and Responsibilities



Our School Behaviour Support and Management Plan defines the rights and responsibilities of students, staff and parents to ensure the whole school community has a shared understanding of the core rules, values and expectations of our school.

Rights of the School Community

Students have the right to:

- be respected
- feel safe at school
- learn in a happy and safe environment

Staff have the right to:

- be treated with respect and courtesy
- feel safe at school
- be able to provide an effective learning environment through support from colleagues and executive staff

Parents have the right to:

- feel welcome in the school and be treated with respect and dignity
- know that their children will be treated fairly and within the guidelines of the School Behaviour Management and Support Plan and DoE Discipline framework.
- Have access to teachers and be informed of their child's social and academic progress.

Roles and Responsibilities

Students:

Will act according to the school expectations and take responsibility for their own actions and behaviour by:

Being Respectful

- Speaking politely to all staff, students and community members
- Always wearing the school uniform
- Keeping our school clean and tidy
- Listening to others and following instructions
- Always showing pride in themselves and their school
- Behaving appropriately whilst in school uniform off school premises

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Being Safe

- Keeping hands and feet to themselves
- Reporting any problems to a teacher
- Moving safely and sensibly around the school
- Being cyber smart

Being a Learner

- Being prepared to listen and follow instructions
- Actively participating
- Having a go and doing the best they can
- Cooperating with others
- Asking for help if needed

Parents:

It is the parent/caregiver's responsibility to:

- Share responsibility for shaping their children's understanding about acceptable public behaviour and the expectations of the school
- Help promote respect for the school, staff and fellow students
- Ensure each child's punctuality and attendance
- Assume responsibility for their children as they travel to and from school
- Participate in their child's learning
- Support the School Behaviour Management and Support Plan

School Counsellor:

It is the school counsellor's responsibility to:

- Provide sensitive guidance to students in need of support
- Support staff in dealing with student progress and welfare
- Act as a liaison between students, parents and community support groups
- Assist in the utilisation of DET support service
- Support and counsel parents who need guidance

Staff:

It is the staff's responsibility to:

- Have a thorough knowledge and understanding of the School Behaviour Management and Support Plan and procedures as well as associated policies
- Engage in teaching relevant lessons as part of whole school approach to student welfare using positive consistent language
- Consistently use classroom management strategies
- Reinforce appropriate behaviour
- Establish an effective classroom that is conducive to learning

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- Provide opportunities for students to take responsibility for their own learning and actions
- Communicate appropriately with parents and staff about individual progress and behaviour concerns of students, including attendance
- Effectively manage and supervise playground and classrooms to create a safe and caring environment
- Keep relevant information for students in their class up to date
- Supervise the safe movement and dismissal of student

In addition, it is the Assistant Principal's responsibility to:

- Provide support and guidance for members of their team including the orientation of new members of staff
- Communicate and liaise with relevant parties to resolve welfare concerns
- Negotiate and establish procedures for the management of students in stages including buddy classes for time out.
- Operate the planning room and communicate as necessary with students, staff and parents

In addition, it is the Deputy Principal's responsibility to:

- Have a presence in playground areas and at assemblies when available
- Liaise with relevant stakeholders and play a key role in the development, implementation and monitoring of behaviour management plans
- Oversee the management of the planning room including advising students that need to attend and communicate as necessary with staff, students and parents including planning room letters

In addition, it is the Principal's role to:

- Have a presence in playground areas and at assemblies when available
- Ensure a safe, secure and harmonious work environment for students and staff
- Ensure that the School Behaviour Management and Support Plan is regularly reviewed
- Ensure that all disciplinary actions involving suspension or expulsion are managed consistent with the Student behaviour K-12 Procedure
- Provide a forum for the regular communication of relevant welfare issues through regular weekly communication meetings and through the executive communicating with relevant staff members