

POSITIVE BEHAVIOURS POLICY

PREAMBLE

Shelford is a learning organisation. Its purpose is to develop the intellectual, social, emotional, spiritual and physical dimensions of its students.

Shelford understands that the quality of learning in each of these dimensions for each student is directly related to the quality of relationships which exist among all members of its community.

SHELFORD'S MISSION:

Shelford is a leading independent girls' school committed to catering for the individual, encouraging the desire to achieve by providing challenge and opportunity in a stimulating environment. We educate and empower the student to embrace her future as a confident mature young woman.

Within the context of this Mission and with the contribution of Staff, students and parents the following Positive Behaviours Policy statement has been developed:

POSITIVE BEHAVIOURS

Shelford's **Positive Behaviours Policy** is based upon three principles:

1. To behave in a manner which is safe and which ensures the safety of all members of the community.
2. To behave in a manner which enhances the learning of the individual and all members of the community.
3. To behave in a manner which encourages self respect and respect for others.

We seek to create a learning environment which:

- is positive in its attitudes to life and learning
- fosters a sense of community and belonging
- provides opportunities for each student to maximise her learning
- encourages each student to develop a sense of personal responsibility for her behavior
- develops trust and rejoices in the different gifts of others
- shows sensitivity toward the needs, values, backgrounds and traditions of others
- provides an attractive and aesthetically pleasing physical environment
- provides appropriate support procedures

EXPECTATIONS

In order for the School to meet its legal responsibilities and to ensure the fulfilment of our three principles, we expect the co-operation of parents and students in the following matters:

Punctuality:

- students will arrive at school each day in sufficient time to be organized and ready for the day's activities
- students will be punctual for each lesson and bring all necessary materials and equipment.

Attendance/Participation:

- parents will inform the school before 8.30am if their daughter is absent for any reason
- students will follow procedures as listed in the School diary
- families will avoid taking holidays during term time
- active participation is required in assemblies.

Illness

- parents will arrange care for their daughter at home if she is ill
- students who become unwell during the school day will follow procedures as listed in the School diary and be cared for in the School's sick bay
- when a student needs to be cared for at home parents will be contacted and appropriate transport will be arranged
- Junior School students should give prescribed medication to their classroom teacher who will monitor its administration.

General Safety

- for the general safety of the School community, main gates are not for student entry
- bicycles are not to be ridden in the school grounds
- students will ensure safe movement around the school
- students will use the school crossing when crossing Glen Eira Road
- visitors will proceed to Reception and gain a Visitor's Pass
- parents will take their daughters to the Before School Care Program provided in the Early Learning Centre if they have to be left at school before 8.15am when staff supervision is provided
- Junior School students will attend the After Care Program unless they are collected before 3.45pm
- Senior School students may wait for parents on Hood Crescent until 4.45pm, after which time they should wait in Reception.

Care for the Environment and Property

Students understand that:

- the equipment and materials in all classrooms require care and are not places where food is consumed, unless designated to do so
- chewing gum is not permitted
- litter will be placed in bins
- proper care will be taken of all School property
- the school cannot be responsible for loss and damage of personal items
- non-educational, personal electronic equipment should not to be brought to School.