



## BEHAVIOUR MANAGEMENT POLICY

### RATIONALE

As a Catholic educational community, all Loreto Normanhurst students are encouraged to live the Loreto values of verity, justice, sincerity, freedom, and felicity. It is through these values that we respect each other's rights and accept responsibility for how we act in the exercise of these mutual rights.

The School's Mission, and Pastoral Care program is embedded throughout the curriculum with a foundation based on positive and respectful relationships.

### SCOPE

This Policy applies to Loreto Normanhurst students.

### RELATED LEGISLATION

- National Safe Schools Framework 2013

### RELATED POLICIES, PROCEDURES & GUIDELINES

- Student Anti-Bullying Policy
- Information and Cyber Security Policy
- Alcohol and Other Drugs – Students
- Complaints Handling Policy and Procedure
- Student Code of Behaviour
- Community Code of Conduct
- Behaviour Management Procedure
- Behaviour Management in the Boarding School

### PRINCIPLES

This Policy establishes the framework through which the School generally manages student behaviour, based on procedural fairness and a restorative practice approach.

### BEHAVIOUR EXPECTATIONS

Behaviour expectations are communicated to students regularly and are based on a student's responsibilities. All students are responsible for their learning and their behaviour.

Each student at the School is expected to behave in a way that:

- is considerate to other people;
- is not harmful or dangerous to herself or to others;
- brings credit to herself, her family and to the School; and
- is respectful of others and the property of the School.

Students are required to abide by the Student Code of Behaviour (Appendix A) which outlines the School's expectations as they relate to respect, responsibility, and relationships and to follow the directions of teachers and others with authority delegated by the School.



## RESPONSIBILITIES

STUDENT RESPONSIBILITIES
• To treat others with respect and dignity
• To refrain from harmful behaviours
• To respect another’s right to hold and express an opinion
• To contribute to a positive learning environment
• To do one’s best in all aspects of learning
• To participate actively in school life
• To maintain a clean, safe environment

Inappropriate behaviours include, but are not limited to:

• Class disruption	• Vandalism
• Not completing homework	• Not observing the Uniform Code
• Offensive language	• Arriving late to class
• Rough behaviour in corridors or the playground	• Lack of co-operation and not following instructions
• Lack of courtesy and respect	• Throwing water or food
• Dishonesty	• Breaches of safety rules
• Bullying, fighting, intimidation	• Truancy from class and school
• Not observing the Student Code of Behaviour	• Misbehaviour that damages the reputation of the School
• Rudeness to staff and others	• Not observing the Alcohol and Other Drugs Policy or the Acceptable Use of ICT Policy

## RAISING BEHAVIOUR CONCERNS

If a student experiences or witnesses’ behaviour which is of concern, the student is encouraged, if the student feels comfortable to do so, in the first instance to seek to resolve the issue directly with the other student/s involved.

If directly addressing the concerns with the students involved does not achieve a resolution, or the circumstances are serious, or the student does not feel comfortable directly addressing the matter with those involved, the student should report the incident or behaviours to a teacher.

Where the matter is unable to be resolved or is a serious matter of misbehaviour, the Head of Primary or Director of Pastoral Care will consult with the Deputy Principal who will determine whether an investigation is appropriate given the circumstances.

## RESTORATIVE PRACTICE APPROACH

The School’s response to managing inappropriate behaviours is underpinned by restorative practice - seeking to repair relationships that have been impaired, including those damaged by bullying. It does this by bringing about a sense of remorse and restorative action by the offender, requiring reflection on her



actions in order to own her behaviour and seek to repair the relationship. This also generally requires forgiveness by the victim where possible.

In dealing with inappropriate behaviours, where the School determines that it is appropriate, the School may seek to apply intervention strategies in a manner which is supportive and in the best interests of the student to modify their behaviours. These strategies will recognise the partnership with parents in the care and welfare of students and identify the classroom teacher as important in the first step of intervention.

## INTERVENTION STRATEGIES

Potential intervention strategies include, but are not limited to:

<ul style="list-style-type: none"> <li>Alternative seating arrangements in the class may occur</li> </ul>	<ul style="list-style-type: none"> <li>A behaviour support plan may be implemented</li> </ul>
<ul style="list-style-type: none"> <li>Non-uniform articles may be confiscated</li> </ul>	<ul style="list-style-type: none"> <li>The student's parents may be contacted</li> </ul>
<ul style="list-style-type: none"> <li>Mediation or conflict resolution may be offered</li> </ul>	<ul style="list-style-type: none"> <li>The student may meet with the Head of Primary, Head of House or Head of Students or Director of Pastoral Care</li> </ul>
<ul style="list-style-type: none"> <li>A meeting with the teacher to identify the concerns and remind student of expectations</li> </ul>	<ul style="list-style-type: none"> <li>Education about the Student Code of Behaviour and Expectations to all students.</li> </ul>

## CONSEQUENCES

In addition to intervention strategies, where a student breaches the School's expectations, disregards School rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, or damage to their own reputation or the reputation of the School, staff members or other students, the student may be subject to disciplinary consequences.

The consequences imposed on students who have engaged in inappropriate behaviours will vary according to the seriousness of the behaviour, the prior record of the student, her level of remorse and the restorative action taken to make amends and repair the damaged relationships.

At the lower end of the scale, a caution or a detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion of a student. Any decision regarding suspension or expulsion is made at the Principal's discretion.

The specific consequences for inappropriate behaviours may include, but are not limited to:

<ul style="list-style-type: none"> <li>A detention, or concern record may be issued to the student</li> </ul>	<ul style="list-style-type: none"> <li>The student may not be permitted to attend an excursion</li> </ul>
<ul style="list-style-type: none"> <li>Missed class work or homework may need to be done in their own time</li> </ul>	<ul style="list-style-type: none"> <li>The student will be expected to apologise</li> </ul>
<ul style="list-style-type: none"> <li>The student may be interviewed by the Deputy Principal or Principal</li> </ul>	<ul style="list-style-type: none"> <li>The student's classroom teacher, Tutor or Head of House will be contacted</li> </ul>
<ul style="list-style-type: none"> <li>The student may receive an out of term detention</li> </ul>	<ul style="list-style-type: none"> <li>Parents may be sent an academic alert letter</li> </ul>
<ul style="list-style-type: none"> <li>The student may be advised to engage in community service</li> </ul>	<ul style="list-style-type: none"> <li>The student may receive an in-school suspension</li> </ul>
<ul style="list-style-type: none"> <li>The student may receive an out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>The student may be expelled</li> </ul>



This is not an exhaustive list, and other consequences may be appropriate depending on the circumstances of the case.

The School will make decisions around such consequences in its absolute discretion.

### **Suspension or Expulsion**

A decision to suspend or expel a student may only be made by the Principal.

Suspension is a temporary removal of a student from all of the classes that a student would normally attend at a school for a set period of time. Expulsion is the permanent removal of a student from one particular school.

The School may also use a period of Principal's leave to allow the School a proper opportunity to investigate and consider a situation and manage any risks arising.

The disciplinary procedures adopted and consequences imposed by the School will vary according to the seriousness of the alleged behaviour and the School will determine on a case by case basis the appropriate steps to be taken.

The School's approach will be informed by principles of procedural fairness and restorative practice.

Where the alleged behaviour, if proved, may result in disciplinary suspension or expulsion, the student and parents will generally be informed of the allegations and procedural steps to be followed in dealing with the matter.

In the case of disciplinary suspension or expulsion, where the Principal has formed a preliminary view that the appropriate penalty is disciplinary suspension or expulsion, they will generally provide the student (and parent/s) with an opportunity to respond to their preliminary view and consider any response provided before making a final decision. The Principal's decision is not subject to any further review or appeal.

In the case of expulsion, it is the School's policy to support the student and parents in transitioning to a new school where the student can experience a new start.

### **Corporal Punishment**

The School prohibits the use of corporal punishment in disciplining its students and does not condone the administering of corporal punishment by any student's parents.

### **Confidentiality**

Parents and students who become aware of information regarding inappropriate behaviours and incidents are reminded of the need for strict confidentiality when dealing with such matters. This obligation for confidentiality continues even after the matter has been resolved.

### **GENERAL**

This Policy is not intended to extend responsibilities of the School beyond the law.

The School reserves the right to change or modify this policy at any time by notice on the School website and in correspondence to parents.

*This policy can be found on FACEOnline, Parent Portal, and Staff Intranet.*



Version	Approved By	Version Date	Comment	Policy Owner	Next Review
1	Leadership Team	March 2014	Revised	Director of Pastoral Care	2015
2	Leadership Team	April 2015	Revised	Director of Pastoral Care	2019
3	Leadership Team	Oct 2019	Revised	Director of Pastoral Care	2021
4	Leadership Team	Aug 2022	Revised and updated format	Director of Pastoral Care	2023
5	Leadership Team	March 2023	Revised	Director of Pastoral Care	2025
6	Principal	March 2024	Revised and updated	Director of Pastoral Care	2025



## Appendix A

### STUDENT CODE OF BEHAVIOUR

Our behaviour management guidelines are based on the positive relationships established through pastoral care in classrooms, Houses and general social interaction. Our expectations are based on a mutual **respect** and recognition that every person has a right to safety in their environment. All students are **responsible** for their learning and their behaviour. As a Catholic community, we believe we should build positive **relationships** and live out the school’s values every day where students, teachers and parents respect each other’s rights and accept responsibility for how we act each day in the exercise of those mutual rights. We do this because we prize the values which are at the core of our school – freedom, justice, verity, felicity and sincerity – from which these rights and responsibilities flow.

Students are required to abide by the Student Code of Behaviour and to follow the directions of teachers and other people with authority delegated by the School. Behaviour of students is managed well at Loreto Normanhurst because staff members and students follow effective daily routines so that students know clearly what is expected of them.

### RIGHTS & RESPONSIBILITIES CODE OF BEHAVIOUR

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> <li>to be treated with respect and dignity</li> </ul>	<ul style="list-style-type: none"> <li>to treat others with respect and dignity</li> </ul>
<ul style="list-style-type: none"> <li>to live within the school community free of verbal, physical and emotional hurt</li> </ul>	<ul style="list-style-type: none"> <li>to refrain from hurtful behaviours</li> </ul>
<ul style="list-style-type: none"> <li>to hold and express an opinion</li> </ul>	<ul style="list-style-type: none"> <li>to respect another’s right to hold and express an opinion</li> </ul>
<ul style="list-style-type: none"> <li>to work in a positive learning environment</li> </ul>	<ul style="list-style-type: none"> <li>to contribute to a positive learning environment</li> </ul>
<ul style="list-style-type: none"> <li>to achieve one’s best in all aspects of learning</li> </ul>	<ul style="list-style-type: none"> <li>to do one’s best in all aspects of learning</li> </ul>
<ul style="list-style-type: none"> <li>to participate fully in the life of the school</li> </ul>	<ul style="list-style-type: none"> <li>to participate actively in school life</li> </ul>
<ul style="list-style-type: none"> <li>to work in a clean, safe environment</li> </ul>	<ul style="list-style-type: none"> <li>to maintain a clean, safe environment</li> </ul>
<ul style="list-style-type: none"> <li>to feel proud to belong to Loreto Normanhurst</li> </ul>	<ul style="list-style-type: none"> <li>to honour the values of Loreto Normanhurst</li> </ul>
<ul style="list-style-type: none"> <li>to have property respected</li> </ul>	<ul style="list-style-type: none"> <li>to respect the property of every member of the school community</li> </ul>
<ul style="list-style-type: none"> <li>to acknowledge talents and gifts appropriately</li> </ul>	<ul style="list-style-type: none"> <li>to use one’s gifts wisely and for the benefit of others</li> </ul>



## How do these rights and responsibilities translate into our everyday actions?

Freedom	Justice	Sincerity	Verity	Felicity
Context	Respect	Responsibility	Relationships	
<b>Classroom</b>	Everyone has a right to learn Actively listen Value the ideas of others Use language that respects everyone Take care of equipment and resources Enter and exit room in an orderly way	Be responsible for own learning Be punctual Be prepared with equipment and homework Be a participant Be on task Accept and learn from consequences Be responsible for keeping your classroom clean Mobile phones are to be in your locker	Be considerate of others Be friendly Greet others with a smile Be eyes up girls Be polite to staff and students Be a team player Use positive words Support the learning of others Use a respectful and considerate tone of voice and body language when interacting with others	
<b>Playground</b>	Treat others as you want to be treated Respect others Respect others' personal space, moving carefully around others Respect School property	Play safe Show initiative to keep everyone safe Report anything unsafe Take pride in the environment Clean up your area  Be sun safe Be responsive to requests	Build positive relationships Share Be friendly Be welcoming Be inclusive Be accepting of others Be supportive Engage in positive conversations Allow friends to have space	
<b>Other School Settings</b>  Masses/Liturgies Assemblies Carnivals Excursions Retreats Canteen/café Guest Speakers Reflection Days	Adhere to uniform guidelines Enter and exit spaces in an orderly manner Listen attentively to others Be mindful of others' space	Be punctual, ensuring you are in the right place at the right time Be attentive Participate wholeheartedly Use equipment carefully Care for and return all borrowed equipment Follow the rules and conventions of the wider community	Be polite: use other people's names correctly Say 'please' and 'thankyou' Listen and respond appropriately Be considerate of others	



# Loreto Normanhurst

<p><b>Technology</b></p>	<p>Respect and follow the ICT Policy Communicate respectfully with and about others Think before you post or send a message Appreciate the educational value of technological equipment</p>	<p>Look after ICT equipment and carry your laptop in a carry-case at all times Keep your laptop clean Repair as soon as possible after damage</p>	<p>Use ICT to build positive communication and relationships Use ICT to help you and others learn Be polite and courteous when visiting the ICT Department</p>
<p><b>In the Community</b></p> <p>On buses &amp; trains In shops</p>	<p>Respect others in the community Acknowledge and respond to the needs of others</p>	<p>Uphold positive behaviours encouraged at school Wear your uniform with pride</p>	<p>Respond to others in a positive manner Smile and be polite Talk quietly on public transport and offer your seat to others</p>
<p>On the street In cars</p>		<p>Represent your school well Adhere to road rules</p>	



## Appendix B

### STUDENT EXPECTATION GUIDELINES

1. At the beginning of each class, all students should be seated at their desk and prepared to engage in the learning experiences. Students are to wait until the teacher dismisses the class before packing up or leaving.
2. Every student should be aware that she is responsible, not only for her own progress, but also that of other members of her class. This includes a commitment to group work and an understanding of her responsibility to contribute to shared tasks.
3. Students should not call out in class. They should raise their hands and wait for the teacher to address them.
4. Disruptive or disrespectful behaviour is unacceptable. If a student wishes to discuss any concerns, she should approach the teacher politely at the end of the lesson.
5. Students must hand in assignments or complete set work by the due date. Work handed in late without a legitimate excuse may be penalized. Curriculum Handbooks for each Stage will specify penalties.
6. If a student arrives late for class, she must have a late slip from the Student Service Office in either secondary or primary. Lateness to class without due reason incurs an attendance concern record.
7. Attendance at class is compulsory and, if no legitimate excuse is produced, failure to attend will be considered as absence without proper reason and a detention may be given.
8. Excursions, retreats, school sports days, Loreto Day, etc., are an essential part of the school curriculum and attendance is compulsory.
9. Student attendance at meetings/groups/practices, which are held regularly and to which they have made a commitment, is compulsory. If a second gathering of students is called at the same time as a regular meeting, then students **must** go to the regular group to which they have their first commitment. They should, however, go to the teacher who has called the extraordinary meeting or sport practice (if possible before the meeting) to excuse themselves courteously and to ask how they can find out what happened at that second meeting.
10. Classrooms should always be kept tidy. School bags must be placed in lockers at the beginning of the day. Desks and chairs should always be left according to the plan of the classroom, with chairs pushed neatly under desks.
11. Classrooms are locked at recess and lunchtime. Students may eat in the following places only: Mary Ward and Main Quad, Primary School Quad, Multi-purpose courts, Year 12 Courtyard, Oak Tree Lawn and GBC Balconies. All other areas are considered out of bounds, including the gym.
12. Students may not use toilet areas to socialize or congregate in groups.
13. Students may not eat in classrooms, on the stairs of the Library or in corridors except when instructed or in wet weather arrangements. Special arrangements will be made for wet or extremely cold weather.
14. Each student is expected to pick up and dispose of her own rubbish appropriately in the bins provided.



15. The dangers of active and passive smoking are well documented. Smoking, including the use of e-cigarettes, is prohibited while wearing the school uniform, on the School premises, on a school outing or activity, or whilst in the Boarding School. The **minimum** penalty is suspension. Parents will be notified of any breach of this rule. Students who are in the company of others who break this rule will be regarded as equally guilty in that they are aiding and supporting the smokers. All students in this group will therefore be liable to the same penalties.
16. For the good of the whole school community, the School reserves the right to expel any girl taking, buying, distributing or organizing the distribution of drugs or consuming alcohol on school premises, in school uniform, on a school outing, or in the Boarding School. All such breaches will be dealt with according to the Alcohol and Other Drugs Policy and the Behaviour Management Policy and Guidelines.
17. When crossing Pennant Hills Road, students must use the overhead bridge. Students are asked to respect the rights and safety of other pedestrians by walking to the left, allowing others to easily pass and by not running down the hill.
18. The freedom to explore and learn through the Internet increases the need for students to be responsible for the way in which they learn. Students must exercise appropriate behaviour, so they and the Loreto school community are not harmed or brought into disrepute by the way they use these facilities. Inappropriate use of the Internet, email or social media will result in a student experiencing consequences related to the offending action. (These consequences for inappropriate behaviour are listed in the Student Handbook; they may also include exclusion from the internet facilities for varying lengths of time).
19. Students are encouraged to give generously of their time and effort to support worthy causes, but no money may be collected for any cause without permission from the Deputy Principal and the Director of Mission. Permission should also be sought from the Deputy Principal before any general notices are distributed or pinned on noticeboards.
20. Chewing gum is not permitted.
21. Day students are not permitted into the Boarding School at any time.
22. Mobile phones are not permitted to be used between 8.20am – 3.15pm. Mobile phones should remain in students' lockers.