1. School Statement/Rationale
When parents enrol their children at Toukley Public School, they enter into a partnership with the school staff.

This partnership is based on shared responsibility, to create and sustain an environment where learning is valued and the environment in which learning takes place is kept safe, happy and secure.

Everyone within the school community has the right to expect courtesy, fairness, and cooperation free from discrimination. This will occur through appreciation, understanding and respect for the needs of all.

At Toukley, we are striving to resolve differences through listening, discussion, mediation, and restitution, if needed.

Finally, it is important to observe that within places of education, positive behaviour stems from feelings of achievement and success. These feelings exude as a result of Quality Teaching within our classrooms. It is with these principles in mind that we, as educators (teachers and parents alike), should always aim for.
Quality behaviour results from Quality Teaching and learning.
## 2. Rights and Responsibilities

We at Toukley PS believe that everyone involved with the school community has the right and responsibility to ensure that teaching and learning takes place in a safe, supportive and cooperative environment. This includes students, parents, school visitors and staff.

### STUDENTS

**Students have a right to;**
- enjoy challenge and achieve in school activities
- be respected and treated kindly
- express one’s self
- have a safe and happy school
- be permitted to explain actions and behaviours
- expect personal property to be safe
- be free from bullying, intimidation and violence
- work without disruption from others

**Students have a responsibility to;**
- care for property within the school environment
- allow others to work without being interrupted
- show respect at all times for teachers, other school staff and adult helpers through courtesy and cooperation
- maintain a neat appearance, adhering to the requirements of the school's uniform policy
- strive to do their best work at all times
- behave safely, considerately and responsibly, including when travelling to and from school

### PARENTS

**Parents have a right to;**
- be treated with respect and consideration
- have effective communication with the school
- expect appropriate learning programs for their child
- have their child taught in a safe and happy learning environment

**Parents have a responsibility to;**
- provide opportunity for their child to take responsibility for their actions
- develop socially acceptable by their child
- work with teachers in providing mentors and role models for desirable social behaviour
- communicate and demonstrate the benefits of cooperative behaviour
- be aware of and respond appropriately to school communication
- talk positively to their child and the community about the school
- support the school in the application of the student welfare and discipline policy
- ensure their child attends every school, unless they are legally excused
### TEACHERS

<table>
<thead>
<tr>
<th>Teachers and support staff (where appropriate) have a right to;</th>
<th>Teachers and support staff (where appropriate) have a responsibility to;</th>
</tr>
</thead>
<tbody>
<tr>
<td>o be treated with respect and consideration</td>
<td>o provide a stimulating, balanced and safe learning environment which aims for each student to reach his/her potential, while enjoying being at school</td>
</tr>
<tr>
<td>o expect assistance from appropriate sources</td>
<td>o contribute to a positive school tone</td>
</tr>
<tr>
<td>o teach in a safe and happy environment</td>
<td>o provide clearly defined class rules and behaviour expectations</td>
</tr>
<tr>
<td>o expect acceptable standards of behaviour from students while at or representing the school</td>
<td>o be an appropriate social role model within the school</td>
</tr>
<tr>
<td>o expect students to comply with reasonable instructions</td>
<td>o engage in positive communication with members of the school community</td>
</tr>
<tr>
<td>o be supported in the application of the student welfare and discipline policy</td>
<td>o ensure that the student welfare and discipline policy is implemented and followed</td>
</tr>
</tbody>
</table>

### PRINCIPAL and EXECUTIVE

The Principal and Executive staff have the responsibility to ensure;
- a commitment to student welfare and discipline that underpins all policies and activities of the school
- the school community reviews policies and practices related to student welfare and discipline
- students, staff and parents are assisted to develop strategies for addressing student welfare and discipline needs in all activities of the school

other policies and practices in the school are regularly reviewed to ensure that they meet the needs of all students in the school
3.Core Values

Toukley Public School teaches values that are the basis of law, customs and caring for others within our society. Values are taught explicitly in the classroom, including those that underpin learning. Values are also taught through relationships and activities that involve the whole school community.

At Toukley PS, values guide;
- how we communicate,
- work together
- make decisions
- learning experiences provided for students
- student welfare and discipline

Toukley Public School Values are:

- **Care**
  - Concern and empathy for the well-being of others
  - Acting with compassion

- **Cooperation**
  - Working together to achieve common goals
  - Providing support to others
  - Engaging in peaceful resolution of conflict

- **Honesty**
  - Being consistently trustworthy

- **Respect**
  - Having regard for;
    - yourself and others
    - our nation and its laws
  - Accepting;
    - diversity without prejudice
    - the rights of others to hold different or opposing views

- **Responsibility**
  - Being accountable for your individual and community’s actions towards yourself, others and the environment

- **Fairness**
  - Being committed to the principles of social justice

- **Participation**
  - Being a proactive and productive individual and group member
  - Having pride in our whole school community

- **Excellence**
  - Striving for the highest personal achievement in all aspects of;
    - schooling
    - individual and community action
    - work
    - life-long learning
### 4. Toukley School Rules

<table>
<thead>
<tr>
<th>Core School Rule</th>
<th>School Behaviour</th>
<th>Indicators</th>
<th>Related Core Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CARE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep hands &amp; feet to self</td>
<td>- care for yourself &lt;br&gt;- care for others &lt;br&gt;- care for property and belongings &lt;br&gt;- care for your environment &lt;br&gt;- treat others as you’d like to be treated &lt;br&gt;- play safely and sensibly &lt;br&gt;- walk on concrete areas &lt;br&gt;- be kind and friendly</td>
<td>Care Responsibility &lt;br&gt;Care Responsibility &lt;br&gt;Care/Respect &lt;br&gt;Care/Participation Responsibility Cooperation &amp; Participation Responsibility Care</td>
</tr>
<tr>
<td></td>
<td>Line up safely</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COOPERATION</strong></td>
<td>Work quietly in the classroom &lt;br&gt;Follow adults instructions &lt;br&gt;Put your hand up and wait &lt;br&gt;Stay in your Seat</td>
<td>- participate willingly in all activities &lt;br&gt;- do your best work &lt;br&gt;- be in the right place at the right time &lt;br&gt;- work cooperatively with others</td>
<td>Participation Excellence &lt;br&gt;Excellence Responsibility &lt;br&gt;Honesty Cooperation Participation</td>
</tr>
<tr>
<td><strong>COURTESY</strong></td>
<td>Listen to others &lt;br&gt;Polite talk</td>
<td>- show good manners &lt;br&gt;- take turns &lt;br&gt;- walk quietly around the school &lt;br&gt;- tell the truth</td>
<td>Respect &lt;br&gt;Respect/Fairness Cooperation &amp; Respect Honesty Responsibility</td>
</tr>
</tbody>
</table>
School Routines

School routines are explicitly taught at the beginning of the school year. They are often essential for the smooth running of the classroom. Some examples are noted below;

<table>
<thead>
<tr>
<th>Core School Value</th>
<th>School Routine</th>
</tr>
</thead>
</table>
| CARE              | -How to eat recess and lunch  
|                   | -Wear hats in the playground  
|                   | -Walk on concrete areas  
|                   | -Lining up |
| COOPERATION       | -Assigned Classroom Roles  
|                   | -Organisation/use of/packing away own class/school equipment  
|                   | -Assembly routines  
|                   | -Participation in activities |
| COURTESY          | -Walk quietly around the school  
|                   | -Speaking conventions in formal situations ie office, messages, news  
|                   | -Social skills in games ie.taking turns, including others etc |

5. Positive Behaviour Management Strategies

-Classroom Reinforcements
Teachers may develop and implement their own positive reinforcement strategies/programs for an individual (K-2) or whole class (3-6) of students. Rewards should be immediate rather than long term. This may include: personal best awards, stickers, stamps, verbal praise, house/table points, ticket draws etc

Mystery Bag-An example of one such reward system applicable to students K-6 is Mystery Bag.

-School Behaviour Awards
The school rewards students for demonstrating positive behaviour, reflecting the Core Values, both in and out of the classroom. There are currently 4 positive behaviour levels for the students to strive for throughout the year. When each level is attained students receives a behaviour award at assembly. The levels are as follows;
Bronze Star, Silver Star, Gold Star and Platinum Star

To allow students to keep track of their progress, a dot is placed next to their name on a class poster-sized chart each Friday, if they have abided by the school rules during that week. Students require approximately 8-10 dots before they reach the end of a level.

-Star Tickets
Teachers issue students K-6 with a Star Tickets for displaying positive behaviour in the classroom and/or playground. These will be given for students who follow the rule of the week (during term 1). Students write their name & class on them and they are placed in a class box. Each Friday at assembly, all classes place their tickets in a stage box. One ticket is drawn out (per assembly) and that student receives a free lunch from the canteen.

6. Recognition of Student Achievement

* Toukley Merit Awards
- Students are recognised for achievement each week with the awarding of our Toukley Merit Awards at assembly. Two awards are presented.

* Presentation Assembly
- Awards for academic achievement are presented at the end of each year at Presentation assembly

* External Competitions/Enrichment Programs
- Students are acknowledged through awards and at assemblies for participation and achievement in various extra-curricular competitions and programs eg. University Competitions, sports carnivals, science, art competitions etc.