



SCHOOL WELLBEING BOOKLET

COMMITMENT

ACCEPTANCE

EXCELLENCE RESPECT

STRENGTH

OVERPORT PRIMARY SCHOOL

CARES

AT OVERPORT PRIMARY SCHOOL WE AIM:

- To promote a happy and safe school in which everyone feels valued.
- To be positive, fair and consistent.
- To have clear guidelines and expectations for students, parents and staff to follow.
- Encourage and support respectful, responsible and resilient relationships.
- To maintain high expectations for behaviour and learning from students and staff.
- To address bullying in a clear and explicit fashion.
- To develop an understanding in our students that there are consequences for for both positive and negative behaviours.



SCHOOL RULES

Overport Primary School has the responsibility to ensure all students are safe within the school and the broader online learning environment. Overport Primary School maintains a positive, respectful and safe school by ensuring that rules and expectations are clear and consistent.

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

BE A LEARNER

CLASSROOM EXPECTATIONS

- Keep our hands and feet to ourselves
- Move around in a safe way
- Take turn to speak and use manners
- Do as the teacher asks the first time
- Take care of our school, the equipment and the environment
- Be in the right place at the right time.



FOLLOWING THE SCHOOL RULES

BE SAFE

In the classroom

- Use equipment appropriately
- Walk
- Keep your hands and your feet to yourself unless an appropriate high five, hug or hand shake

Using ICT equipment

- Always follow teacher instructions.
- Eat away from technology.
- Tell a teacher if you see something inappropriate on the computer or Internet.
- Use equipment appropriately.

At assembly

- Walk in the hall during assembly time.
- Sit in your spot with cross legged

In the playground

- Wear a hat and sunscreen during term 1 and 4.
- Walk between the buildings
- Tell the teacher if you are sick or injured
- Tell the teacher if you see someone else who is sick or injured

At the canteen

- Line up in single file
- Wait your turn

Bathrooms

- Leave food outside
- Wash your hands after you use the toilet

FOLLOWING THE SCHOOL RULES

BE RESPONSIBLE

In the playground

- Sit and eat in the designated eating areas
- Use Yard Leaders to help solve conflicts
- Play fairly – take turns, allow others to join in, follow rules
- Keep the playground clean
- Visit the toilet and get a drink before the 2nd bell
- Leave the playground promptly when the bell rings
- Return any borrowed equipment
- Always follow teacher directions.

At the canteen

- Follow the adult or canteen assistants instructions
- Eat only your own food.
- Clean up after yourself.

In the classroom

- Ask permission to leave the classroom/learning space
- Be in the right place at the right time
- Always follow teacher direction
- Clean up after yourself

Using ICT equipment

- Carry all equipment in appropriate manner.
- Notify a teacher if there is an issue with any equipment.
- Put all equipment away/log off when you have finished using it.
- Print only when necessary.

At assembly

- Remove hats
- Wait for teacher instruction before leaving assembly

Bathrooms

- Use the toilet and taps then leave the area
- Take someone with you when you are going from class

FOLLOWING THE SCHOOL RULES

BE RESPECTFUL

In the classroom

- Be kind and courteous – use appropriate language, use your manners.
- Wait your turn to speak
- Raise your hand if you have something to say in a group situation

Using ICT equipment

- Be kind and courteous when communicating using technology.
- Log off the computer when you have finished using it.

At assembly

- Listen to the speaker – be silent and attentive
- Sing the National Anthem and School song with pride
- Sit and stand quietly when instructed

In the playground

- Be kind and courteous – use appropriate language, use your manners.
- Use appropriate language at all times
- Follow adult directions
- Ensure everyone knows the games rules and keep to them
- Accept differences without put downs
- Let others play their games without interference
- Put all rubbish in the bin
- Care for school property and the environment

At The Canteen

- Be kind and courteous – use appropriate language, use your manners.
- Keep your hands and feet to yourself when in the line

Bathrooms

- Let others have their privacy
- Keep the toilet area clean

FOLLOWING THE SCHOOL RULES

BE A LEARNER

In the playground

- Be supportive and positive to each other
- Be co-operative with everyone

At assembly

- Be supportive and positive to each other
- Be co-operative with everyone

At the canteen

- Be supportive and positive to each other
- Be co-operative with everyone

In the classroom

- Actively participate and engage in all lessons
- Complete all work to the best of your ability
- Take pride in the presentation of your work
- Be positive in your attitude.
- Always work to your full potential

Using ICT equipment

- Actively participate and engage in all lessons
- Complete all work to the best of your ability
- Take pride in the presentation of your work
- Be positive in your attitude.
- Always work to your full potential

ENCOURAGING AND REINFORCING POSITIVE BEHAVIOUR

Overport Primary School uses many strategies and resources to encourage and reinforce positive behaviour.

- **House Points**
- **Student Representative Council**
 - **Student Leaders**
 - **Play Away area**
- **Yard Leader Awards**
- **Lunchtime Games**
- **Cross age buddies**
- **Values education**
- **Specialist Awards**
 - **Planet Savers**
- **CARES certificates**

Classroom and specialist teachers use a range of incidental strategies in their learning environment to encourage and reinforce positive behaviour.



MANAGING INAPPROPRIATE BEHAVIOUR

Teacher strategies

- Restorative conversations
- Restitution tasks
- In class positive behaviour incentive schemes
- Parent contact
- Implement three step warning system
- Playground timeout
- Individual behaviour plans
- Behaviour record update

CLASSROOM 3 step warning system

1. Warning
2. Thinking time in classroom
3. Thinking time in alternative classroom

* Significant inappropriate behaviour will warrant immediate removal from classroom to principal or assistant principal.

Student strategies

An important part of maintaining student wellbeing is the explicit teaching of strategies to students to develop their resilience in their ability to manage interactions with others.

WHEN THERE IS A PROBLEM

Step 1: Use an “I” message.

(A statement beginning with the word ‘I’ that identifies the problem to the other party)

Step 2: Move away from the problem.

Step 3: Say to a teacher – “I need help”.

IS IT A GAME?

Does it have a beginning and an end?

Does everyone understand the rules?

Is it fun for everyone?

If the answer for any of the questions is not yes, then explicit teaching occurs around resolving issues. Eg stop the game and discuss the rules before continuing.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR



Consequences could include:

- A restorative conversation with a teacher and the affected person/s.
- A spoken or written apology to the person/s affected by the misbehavior.
- Writing out lines or school rules to reinforce meaning.
- Removal from the playground for a set timeframe.
- Carrying out yard duty under the supervision of a teacher.
- Restitution Tasks, which can include giving the student the chance to amend behaviours or actions.
- Paying for loss or damage or fixing damaged items.
- Attending a supervised lunchtime or afterschool timeout.
- Time out in alternative classroom space.
- Carrying out community service around the school.
- Contacting the parent or guardian by phone or email.
- The creation of an individual behaviour plan.
- Attending a student support meeting with parents and school personnel.
- Missing out on school activities such as excursions, incursions, school camps etc.
- Suspension in line with the DEECD policy.
- Expulsion in line with the DEECD policy.

BULLYING

All members in the school community have a right to feel happy and safe. Students, teachers and families have the right not to fall victim to bullying in any form, including cyber-bullying, in their learning and work environment.

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress hurt or undue pressure. Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, humiliation, domination and intimidation of others.

Bullying behaviour can be:

- Verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- Physical eg hitting, punching, kicking, scratching, tripping, spitting.
- Social eg ignoring, excluding, ostracising, alienating, making inappropriate gestures.
- Psychological eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, and inappropriate use of camera phones, social networking or social media.

Dealing with a bullying incident

Bullying cannot be reduced if incidents are not reported. When a bullying incident has occurred, the following strategies will be employed:

- a) Restorative Practices questioning process employed.
- b) Consequences applied
- c) Individual student behaviour plan developed if required.
- d) Information recorded on school database.



**All students have
the right to feel safe**

**All students have
the right to learn**

**All teachers have the
right to teach**



Please see the Wellbeing Policy or a staff member for further information regarding wellbeing at Overport Primary School.