



STU008 Discipline policy

This policy should be read in conjunction with the student quality behaviour and anti-bullying policy (STU014). Both policies can also be found in the student diary. Parents/guardians should familiarise themselves and their daughters with these policies.

Rationale

The purpose of the policy is to ensure that approaches to discipline are consistent with the values and responsibilities of St Catherine's School Sydney (school) towards its students and with current legislation.

Scope

This policy applies to all students and staff.

Definitions

Staff includes casual, temporary and permanent staff of the school.

Policy

St Catherine's aims to develop young women of character and intellect who take responsibility for their personal conduct and positive relationships with others. Students are expected to behave in a way that reflects well upon themselves, their family and the school and always be considerate of others. Underpinning discipline at the school is a commitment to guiding students in their development of values that will support their decisions and behaviour. Central to disciplinary procedures is a view of the child, which recognises her ability to change and develop as a responsible member of the community.

The school's values of integrity, courage, relationships and service help guide our behaviour towards ourselves and others.

This discipline policy is used when student behaviour contravenes the expectations of the school as laid out in the student school diary. Parents and guardians are expected to support the goals, values and activities of the school as laid out in the Statement of Conditions of Entry.

Corporal punishment is not permitted at St Catherine's. Parents/guardians must not carry out corporal punishment on behalf of the school.

Guidelines and procedures

The role of the school is to provide appropriate preventative programs and practices that aim to develop community and individual responsibility.

The school has a range of procedures as noted below that reflect and support the school's responsibilities in establishing and monitoring the behaviour of students.

1. The guidelines for appropriate behaviour and procedures to manage inappropriate behaviour are printed in the school diary. These guidelines reflect and reinforce staff responsibility for the welfare and care of students.
2. The welfare and discipline of individual students and groups of students is managed by relevant staff. Although classroom management strategies vary, teacher interventions are designed to reinforce the school expectations of student behaviour particularly with regard to safety and wellbeing.
3. The level of intervention is determined by the severity of the incident and takes into consideration the student's developmental level. Every opportunity will be taken to address the incident and use it as an opportunity to teach appropriate and acceptable behaviour.



4. Students and teachers are guided by the conduct framework. This framework allows for the management of behaviour by encouraging positive contributions to the school community and taking personal responsibility.
5. Intervention is necessary when a student or group of students break a school rule or act in a way that contravenes the school procedures. The school exercises a range of interventions, according to the severity of the misdemeanour. Interventions include (but are not limited to):
 - a) guidance interviews
 - b) formal and informal detentions
 - c) community service
 - d) loss of privileges
 - e) counselling
 - f) removal from class for a period of time
 - g) suspension
 - h) expulsion
6. Where incidents of theft, rudeness, or extreme cases of inappropriate behaviour occur, the incident will be investigated and parents/guardians contacted. Students will be removed from any situation where they are likely to cause harm to themselves or others.
7. Expulsion is usually considered as a last step in a series of disciplinary issues and interventions.

Role of parents/guardians

Parents/guardians are integral to the school's discipline policy and procedures. In most cases parents/guardians will be contacted should inappropriate behaviour occur and they may be involved in interviews if required. When parents/guardians sign the Statement of Conditions of Entry they agree to accept the rules and authority of the school, and this includes the right of the Headmistress to suspend or terminate enrolment.

Role of student leadership

Student leaders, such as junior and senior school prefects, support the school by acting as positive role models, promoting quality behaviours, and mentoring other students.

Student leaders do not have the authority to issue disciplinary consequences.

Procedural fairness

Procedural fairness helps ensure that disciplinary measures are fair and appropriate. To ensure procedural fairness students are given the opportunity to present their case concerning their involvement in any instances of alleged inappropriate behaviour.

In cases considered serious or where suspension or expulsion of a student may be an outcome the parents/guardians will be asked to meet the Headmistress or her delegate and the member of staff investigating the incident. During this meeting, the details of the incident will be discussed and the Headmistress (or her delegate) will give a preliminary view with regards to the proposed disciplinary measure. The parents/guardian will then be given the right of reply. Following this, the Headmistress (or her delegate) will give a final view with regards to the disciplinary measure.

The student will then be asked to join the meeting and the Headmistress (or her delegate) will give her final view to the parents and student. The student is then given the opportunity to give her response.

The Headmistress (or her delegate) will confirm the disciplinary measure in writing to the parents/guardians.



Disputing disciplinary measures

Should parent/s or student/s wish to dispute the school's findings or consequences of a disciplinary measure, the parents may request a review meeting with the Headmistress.

The school is committed to transparency and consistency in the implementation of its discipline policy. Therefore, irrespective of the right of reply, if there is no further information that comes to light and the student's behaviour is counter to the school's expectations as detailed in the school diary and enrolment documentation, the suspension or other consequence stands.

Misdemeanours include, but are not limited to:

1. rudeness or the use of obscene language
2. misuse of others' belongings
3. defacing property including the writing of graffiti
4. absence from school or lessons without permission
5. disrupting the learning environment or interfering with another student's right to learn
6. misuse of mobile phones.

Serious misdemeanours include, but are not limited to:

1. teasing or bullying in any form, including cyber-bullying
2. theft
3. inappropriate use of the school's electronic communication system and network
4. bringing the school's reputation into disrepute through inappropriate language or conduct, including through e-communication systems including social network sites
5. smoking, vaping or the possession of cigarettes or vapes on the school premises, on school excursions or travelling to or from school excursions, at school functions or anywhere in school uniform
6. the possession or consumption of alcohol on the school premises, on school excursions or travelling to or from school excursions, at school function or anywhere in school uniform
7. the possession, use or misuse of illegal drugs at any time, under any circumstances
8. the misuse of legal drugs or substances at any time, under any circumstances
9. plagiarism or cheating
10. any other very serious breach of the school rules.

Bullying

Bullying is a form of harassment and victimisation and is not tolerated at school. Every individual has the right to feel safe from bullying, harassment and victimisation in all its forms. The school will take prompt action to address any incident of alleged bullying, harassment or victimisation.

Communicating this policy

AUDIENCE	COMMUNICATED BY	COMMUNICATION PATHWAY
Teachers	Director of Day School Head of Junior School	Staff portal / professional development day
Students	Stage Leaders / Year Mentors	Student/parent portal / academic care time / class-based programs / school diary
Parents/guardians	Headmistress	e-communication / school portal

References

Education Reform Amendment (School Discipline) Act 1995
 Children and Young Persons (Care and Protection) Act 1998
 Commission for Children and Young People Act 1998
 NSW Ombudsman



St Catherine's School Sydney

Related documents

STU014 Student quality behaviour and anti-bullying policy
School diary: Student quality behaviour policy and anti-bullying policy

Responsibilities

All staff
Director of Day School
Head of Junior School
Headmistress
Year Mentors / Stage Leaders

Authorisation


Signature of Headmistress

19/9/23
Date

Certified by


Signature of Policy Officer

19/9/23
Date

Policy number	STU008	Version	0009
Written by	Director of Day School	Approved date	19 September 2023
Authorised by	Headmistress	Scheduled review	19 September 2025
Certified by	Policy Officer		

Document tracking

Version	Date	Change
0007	14 March 2019	Role and responsibility changes and minor branding changes.
0008	6 August 2020	Streamlining of content and language for greater clarity.
0009	19 September 2023	Changed to new format in adherence with 2023 Style and Grammar Guides. Addition of guideline 4. Updating policy to include vapes and/or vaping.