

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Discipline Policy

Date of last review:

Review cycle:

Review and approval responsibility:

Category:

VRQA required:

Locations:

2022

3 yearly

Executive

Students

Yes

O Drive, LowtherLink, Website &
Student Planner



1. DEFINITIONS

“Consequences”	Sessions at lunch time or after school supervised by staff as a result (consequence) of the accumulation of “strikes” (given to students for failing to follow the School Rules or processes in relation to lateness or uniform).
Corporal punishment	Physical punishment inflicted on the body (for example caning).
Expulsion	Permanent removal from the School Community and cancellation of enrolment as a result of behaviour.
Re-entry interview	A meeting with the Principal or her delegate following a suspension in order to ensure that she is ready to re-enter the school community.
Responsibilities	Obligations
Restorative conversation	A conversation between 2 or more members of the student body, facilitated by a staff member where there is an issue, where one student has caused another to feel harmed, hurt, offended or threatened. Specifically referring to a script developed by the exponents of “Restorative Practices in Schools.”
Rights	Moral entitlements.
Sanctions	Penalty for breach of the rules.
School Community	The people associated with Lowther Hall Anglican Grammar School – students, staff and parents.
“Strike/s”	The recording of a student’s name if they are late or breach the uniform rules. Strikes accumulate and can result in “consequences”.
Student Planner	The diary used by students in Years 2 to 12 to record homework. It also contains information for students (including this Policy).
Student Reflection	Written work completed by a student in Years 2 to 6 following a disciplinary conversation to check the student has taken responsibility for their actions and understood how to avoid situations occurring again.
Suspension	Temporary removal from the School Community, or from a section of the School Community.
The School	Lowther Hall Anglican Grammar School.

2. PURPOSE OF POLICY AND CONTEXT

Lowther Hall seeks to be a school that educates the whole person, helping each girl to develop the personal qualities and values that will equip her for a happy and successful adult life. The culture of the School reflects the idea that each of the choices we make as an individual (or group) has consequences and that we need to take responsibility for those choices and understand the consequences of them. In pursuit of this goal, the School has clear standards of behaviour and high expectations regarding self-management, interactions with others and the way in which the School Community is represented.

The Community is a positive and supportive one where students, staff and parents interact respectfully and conduct themselves in a manner which reflects positively on themselves and the School. It is rare that disciplinary action is necessary, however, together with a range of personal and social development subjects, Year Level programs and the individual support of students, the Discipline Policy serves to promote a safe and productive environment in which students can develop and learn.

More broadly, the Policy is informed by, and seeks to support Child Safe Standards, VIT Teacher standards, VRQA Regulations and Democratic Principles. It sits alongside the School’s Code of Conduct and the Respectful Workplace and Respectful Workplace Policies to promote positive relationships across the Lowther Hall Community.

3. TO WHOM THIS POLICY APPLIES

This policy applies to all students enrolled at Lowther Hall Anglican Grammar School as well as any students visiting as part of an exchange program or study tour. A willingness to adhere to the policy is a requirement of enrolment and continued adherence to it is necessary for continued enrolment.

All members of staff at Lowther Hall Anglican Grammar School are expected to be familiar with and to adhere to the Policy.

4. SCOPE

This Policy applies whenever a student is:

- On school property
- Participating in school activities (including, but not limited to, cocurricular activities, excursions and camps) within or outside the school grounds
- Taking part in a study tour, exchange or school trip
- Travelling to and from school or a school related event or activity
- Wearing the school uniform
- Representing the School or clearly able to be identified through School branding as being a student at the School
- Communicating with members of the School Community at school either face to face or via technology (see the Acceptable Use of IT Policy for further information regarding communication via technology)

While the School cannot monitor, oversee or control communications between members of the School community outside the School, it may nevertheless take action under this policy in relation to any inappropriate conduct or communication (either face to face or via technology), it becomes aware of.

5. FUNDAMENTAL EXPECTATIONS AND UNDERLYING PRINCIPLES

A number of fundamental expectations lie at the heart of the Discipline Policy. It is expected that students will:

- At all times seek to promote the safety of all people and property
- Follow the directions of members of staff
- Promote a productive and harmonious learning environment
- Make the most of the academic opportunities available to them
- Not interfere with the academic opportunities of others
- Positively engage with School Community and in the broader life of the School
- Take responsibility for their own actions and accept the consequences of them
- Seek to regulate their own behaviour in such a way as not to incur the sanctions outlined in this policy

6. RIGHTS AND RESPONSIBILITIES

It is acknowledged that students have a variety of rights and responsibilities which the School Rules and this policy seek to promote and protect:

Rights	Responsibilities
To be treated with respect	To treat everyone with respect and to discourage others from acting disrespectfully
To work and learn in a positive environment	To be punctual to class To follow all directions of the teacher or other members of staff To focus on studies while in the classroom and not cause disruption to others To treat the School environment with respect and to refrain from littering or defacing the environment

To feel safe and secure and not to be harmed by others	To refrain from bringing weapons, drugs, cigarettes, alcohol or offensive material (including pornography or material of a racially or religiously offensive nature) on to the school premises or to school events; To refrain from having or using these items on school premises or at school events or in school uniform To refrain from physically or psychologically hurting or threatening others
To be treated fairly	To treat others fairly
To be free from harassment and bullying	To refrain from harassing, intimidating or bullying others
To have one's property respected	To refrain from damaging, destroying, stealing or interfering with the property of others or of Lowther Hall
To have one's privacy respected	To respect the privacy of others; To refrain from disclosing personal information about others; To refrain from spreading gossip or making false claims about others
To seek help and appropriate support	To inform responsible and appropriate people when one needs assistance with any matters

7. SPECIFIC RULES

In order to provide explicit guidance to students in fulfilling the School's expectations, we have specific rules. It is the School's expectation that parents are familiar with them and can reinforce and support them with the students.

In addition to the rules set out below, individual classroom teachers and staff in charge of activities will establish their own rules in accordance with the School's general values and expectations, and in accordance with this policy. These rules will assist in the smooth and safe running of classes and activities.

In addition to the rules outlined under this policy, the Principal or Head of School may, from time to time, announce changes to the published rules or additional rules or directions to enable the good management of the School. Such changes will be communicated to students via staff. They will also be published on LowtherLink. It is a condition of enrolment that there is an acceptance of the School's right to alter or add rules.

7.1 Rules relating to general conduct

Students should:

- Promote the safety of all people
- Behave in a manner which reflects positively on themselves, their families and the School
- Wear the school uniform in a manner which reflects positively on themselves and the School and which complies with the guidelines set out in the Uniform Policy
- Follow the directions of members of staff
- Keep voices and conversation in public areas, on public transport and in school spaces to a tone, volume and to topics which are acceptable to others, including those who are not members of the School Community, using language that is appropriate for a K – 12 school environment
- Be punctual and comply with the expectations set out in the Attendance Policy
- Ensure that information intended for parents is passed on to them in a timely manner
- Demonstrate courtesy and respect at public events when music or other performances are taking place or speeches are being given
- Use technology in a manner which complies with the School's Acceptable Use Policy
- Use mobile phones only as permitted (not between 8:30am and 3:30pm).

- Seek permission from the subject of the photograph or the School prior to taking, distributing or sharing photos of or recording any other member of the school community
- Ensure that any documentation submitted is authentic, including parent/guardian signatures
- Exhibit appropriate restraint in behaviour so that the physical, emotional or psychological well-being and/or safety of other students or members of the community are not interfered with or perceived to be interfered with
- Refrain from engaging in sexual behaviour or behaviour which could reasonably be construed as sexual when at school or school events, on school camps, trips or exchanges or when representing the School (including through the wearing of the School uniform)
- Refrain from making unwelcome sexual advances to other members of the School community
- Refrain from: having, using, consuming, encouraging the use of, being in the presence of others who are using, promoting, or providing to others:
 - Alcohol (unless it is in a sealed package being brought as a gift for a staff member)
 - Weapons
 - Cigarettes (including herbal cigarettes, e-cigarettes or other associated products)
 - Vaping equipment
 - Illegal drugs
 - Pornographic or offensive material
- Refrain from engaging in criminal activity

7.2 Rules relating to academic and cocurricular commitments

Students should:

- Attend classes and other commitments
- Be appropriately equipped for lessons and other activities
- Ensure that they proactively contribute to a productive learning environment
- Complete set work and homework to the best of their ability and in the allocated timeframe
- Take the student planner to class (Year 2 and above)
- Record homework in an appropriate manner for their year level
- Ensure that all work submitted is their own and/or is appropriately referenced and complies with the Plagiarism Policy

7.3 Rules relating to property

Students should:

- Be respectful of the property of others
- Keep rooms, grounds and shared spaces free from litter
- Use buildings and school property in a way that is respectful and thoughtful
- Take appropriate measures to keep their own property safe (for example, not bring valuables to school, lock the locker (Senior School))
- Be proactive in handing in property which has been left unattended or lost
- Be confident to report damaged property or circumstances which seem unusual or unsafe
- Refrain from deliberate or careless marking of school property
- Enter and exit the grounds through the appropriate pedestrian designated gate/s
- Not enter areas designated out of bounds, including staff areas (without permission)

7.4 Other rules

- Students may not bring their own vehicle to school without special permission
- Chewing gum is not allowed

8. SANCTIONS

8.1 General statements relating to sanctions

- 8.1.1 The School's aim is for all students to regulate their behaviour in such a way that the following sanctions are not required. We also understand that sometimes people make mistakes or poor choices. Sanctions are a consequence of such mistakes or poor choices and will be applied if students, in the opinion of staff, do not comply with rules, expectations or directions.
- 8.1.2 Under no circumstances will the School allow the use of corporal punishment as a sanction.
- 8.1.3 Sanctions will vary, depending on the nature of the situation, the age of the child, the severity of the breach of rules/expectations and any other relevant factors which a staff member considers reasonable or relevant in the circumstances.
- 8.1.4 Girls who are considered not to have complied with rules/expectations/directions may be directed towards counselling or medical assessment as well as or instead of having sanctions applied. The Principal or Head of School may decide to offer positive reinforcement measures, community service, a restorative conversation with another member of the community or an alternative outcome in lieu of sanctions.
- 8.1.5 Restrictive interventions or seclusion would not be expected to be used unless necessary to protect:
- the student from themselves
 - another student
 - a staff member
 - another member of the community

8.2 Sanctions for minor breaches of rules (for example talking in class or wearing nail polish)

- 8.2.1 The following sanctions may be applied by any member of staff (including administration staff, coaching staff and music staff) for minor breaches of rules or failure to comply with expectations:
- Short, unrecorded consequence such as apologising, moving seats, adjusting uniform
 - Warning
 - Short term time out from an activity which the staff member is supervising
 - "Strikes" (recording of infringements) for uniform or lateness (Senior School) (see Appendix 1)

It should be noted that cleaning staff may also ask girls to vacate spaces, pick up mess they have made or perform other tasks which allow them to carry out their duties effectively.

- 8.2.2 In addition to these sanctions, any staff member may follow up a minor breach of the rules through:
- Requiring the student to have a conversation with staff member
 - Initiating a conversation with a parent or guardian about the breach of rules
 - Referral to a more senior member of staff
 - Restorative Conversation (Blinkbonnie House or Raymond House)

8.3 Sanctions for more serious breaches of rules

- 8.3.1 The following sanctions would usually be applied (for what are considered more serious breaches of the rules) by a member of the Student Welfare Team (Blinkbonnie House or Raymond House), Pastoral Leadership Team (Senior School), Head of School or Principal. In all cases, the Head of School in the relevant area of the School should be informed.

- Lunchtime or after school “Consequences” as a result of the accumulation of strikes (Senior School) (see Appendix 1) or Student Reflection (Raymond House)
- Removal from a program or activity (including a Camp or Study Tour)

8.3.2 In addition to these sanctions, a member of the Student Welfare Team (Blinkbonnie House or Raymond House), Pastoral Leadership Team (Senior School), Head of School or Principal may follow up a breach of the rules through:

- Initiating a meeting with student and/or parents
- Recommending counselling or other welfare strategies
- Referral to a more senior member of staff or consultation with another senior staff member

8.3.3 On rare occasions a sanction may be applied to a group of students in response to a breach of rules by one or more students. This would only be carried out with the express permission of a Head of School or the Principal. (Examples may include the withdrawal of permission to wear the Year 12 Rugby Jumper/Hoodie or the exclusion of students from a shared space after littering has occurred.)

8.4 Sanctions for very serious breaches of rules

8.4.1 Suspension

The following sanctions would be applied for what are assessed to be very serious breaches of rules or expectations, or in instances of repeat behaviour. These sanctions would be applied only by the Head of School in the relevant area of the School (in which case the Principal should be informed) or the Principal (or her delegate).

- Internal suspension (student does not attend scheduled classes, but undertakes work or other activities within the School)
- External suspension (student is not permitted to attend School for a period of time)

Processes relating to suspension are outlined in section 9.4.

8.4.2 Expulsion

The Principal reserves the right in her sole and unfettered discretion to expel from the School any student, whom she determines to have committed a very serious breach of the rules, or a series of breaches of the rules, or has committed any other act, whether or not expressly specified in this policy, or the rules, which may damage or which may put at risk the health and welfare of the student or others (including other students or staff) or which may damage school property, or damage or put at risk the good order or reputation of the School.

Processes relating to expulsion are outlined in section 9.5

8.4.3 A register of suspensions and expulsions is kept by the Head of School.

8.5 Cancellation of enrolment if there is a failure to comply with process

8.5.1 It is a condition of enrolment that the Principal or her delegate may interview or discuss a matter of concern with a student and/or their parent/s or caregivers.

8.5.2 In the event that a parent or student refuses to cooperate with the investigation of a matter relating to a breach or alleged breach of the rules, the student will be unable to attend classes or school until the matter can be appropriately investigated and resolved.

8.5.3 A position at the School is at the prerogative of the Principal and is based on full acceptance of the sanctions and procedures of the School. Failure to accept a decision of the Principal or staff in a matter of conduct or discipline may result in the cancellation of enrolment.

9. PROCEDURES FOR THE APPLICATION OF SANCTIONS

9.1 General policy statements regarding the procedures for the application of sanctions

- 9.1.1 The Principal has final responsibility in all matters relating to the day-to-day running of the School, including student behaviour and discipline. This includes the application of sanctions. The Principal may delegate that responsibility to other members of staff, particularly a Head of School.
- 9.1.2 In matters of student discipline the Principal's decision is final. School Council plays no direct role in issues of student management other than setting broad policy positions. The School Council does not involve itself in specific cases of student discipline.
- 9.1.3 Parents/guardians have the right to make an appointment to discuss breaches of rules and the application of sanctions at any stage. With the exception of the most serious matters, this would usually be with a Year Level Coordinator (Senior School), Classroom Teacher (Blinkbonnie House and Raymond House) or the relevant Head of School.
- 9.1.4 Members of staff will from time to time request appointments with parents or guardians to discuss breaches of rules or the application of sanctions. It is expected that parents/guardians will attend such appointments.
- 9.1.5 In Senior School the specific processes associated with "Strikes" (lateness and uniform rule breaches), Academic Bridging (breaches of expectations regarding submission of work) and breaches of rules relating to piercings are set out in the appendices to this policy.

9.2 Procedures for sanctions relating to minor breaches of rules

Where the breach of rules is minor and staff are able to immediately counsel and/or immediately apply a sanction, they will do so. In these instances, depending on the age of the student and the circumstances parents may not be informed nor any formal record made.

In the instance that there is repeated breach of the rules, the staff member would report the matter to a Year Level Coordinator (Senior School) or the relevant Head of School.

Students will usually be informed that parents will be contacted.

Parents will be informed of the issue.

9.3 Procedures for sanctions relating to more serious breaches of rules

Where there is a more serious breach of the rules and a sanction has been applied by a Head of School or the Principal, the following procedures will normally apply:

- Head of School informed (if not already informed)
- A conversation with the student
- A follow up investigation if necessary
- Parent/s informed and, if necessary, a meeting arranged
- Record made and kept on file

9.4 Procedures for Suspension

- Head of School (or, in their absence, their delegate) will interview the student and any others involved in the matter.
- A parent/guardian will be contacted and informed of the matter and the action to be taken. They will be asked to collect the student.
- In cases of an external suspension, the student will not attend school for a specified period.
- In cases of an internal suspension, the student will report to the relevant Head of School the next day and will work in a designated area.

- Before the student will be permitted to return to normal classes, a re-entry interview will be held with the Principal or her delegate, the student and at least one parent/guardian in which:
 - Questions and queries about the issue will be discussed and clarified
 - The student will have the right to make any statements she wishes to
 - The conditions for the student's continuing enrolment at the School will be clarified
- A letter will be sent home documenting the suspension. This letter will also be kept in the student's file.
- A register of suspensions will be kept in each area of the School by the Head of School.

9.5 Procedures for Expulsion

- The Principal, a Head of School (or, in their absence, their delegate) will interview the student and any others involved in the matter.
- The student will have an opportunity to make a statement.
- A parent/guardian will be contacted and informed of the matter and the action to be taken. They will be asked to collect the student.
- In the event that it may be a criminal matter, the Police may be informed.
- Further investigation may take place. If necessary, parents may be asked to bring the student back to school for the purposes of meetings relating to the investigation of the matter.
- In the event that the issue is:
 - Serious enough to result in a student being removed from the school OR
 - A repeated breach of the rules (not necessarily the same rule) OR
 - One in which the student has failed to cooperate with staff
 an interview will be held with the Principal, the student and at least one parent/guardian in which:
 - Questions and queries about the issue will be discussed and clarified AND
 - The student will have the right to make any additional statement/s AND
 - The student may be expelled from the School
- A letter will be sent home documenting the expulsion and finalising the student's enrolment.
- In the event that the student has a sibling/s at the School, a meeting may be arranged to ensure appropriate pastoral support is in place for the sibling/s.
- Heads of School will make decisions about how the Year Level is informed about an expulsion and also any remedial action needing to be taken to safeguard the welfare of the students.

10. COMMUNICATION OF THE POLICY

A copy of this policy will be provided to families upon the commencement of their daughter at the School. It is expected that parents/guardians will familiarise themselves and their daughter/s with the policy. A copy of the policy and associated policies will also be available via the School website (for parents), the Planner (students) LowtherLink (staff).

The School will ensure that:

- Staff are aware of this policy and the associated procedures and any changes made to the policy
- Students have access to the policy via the Student Planner (Senior School) and via classroom teachers (Blinkbonnie House and Raymond House)
- Students are reminded of the requirements of the policy and made aware of any changes to it through
 - Year level or class briefings
 - Assemblies
- A current copy of the policy is available through the School's website
- Parents are informed of any changes to the policy via a letter or through LowtherLink

Students can at any time ask questions of a member of staff to clarify their responsibilities under the policy.

11. PRIVACY AND CONFIDENTIALITY

The investigation or follow up of any matters in relation to this policy should be in accordance with the School's Privacy Policy and any relevant legislation.

It should be noted that the School will not usually disclose disciplinary actions taken against students to other students, parents or members of the school community, unless it is deemed necessary for the purposes of an investigation or it is in the best interest of the School Community to do so.

12. CONSEQUENCES OF A BREACH OF THIS POLICY

Lowther Hall Anglican Grammar School emphasises the need for all members of the School Community to comply with the requirements of this policy.

Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, which may result in sanctions including termination of employment.

Students who fail to abide by the policy may have their enrolment at the School cancelled.

Parents who fail to take reasonable steps to support the policy may have their daughter's enrolment cancelled.

13. RELATED POLICIES AND DOCUMENTS

Acceptable Use of Information Technology Policy
Bullying Intervention and Prevention Policy
Complaints Resolution Policy
Enrolment Policy
Guidelines for Students Whose Parents are Members of Staff
Keeping Children Safe and Mandatory Reporting of Child Abuse Policy
Plagiarism Policy
Privacy Policy
Senior School Sport Policy
Student Attendance Policy
Uniform Policy

14. COMMUNICATION OF THIS POLICY

The School will communicate the Discipline Policy to:

- New families on enrolment
- All students from Years 7 – 12 annually and through the student planner
- All new staff on induction
- All staff every 3 years through an update process.

APPENDIX 1

SENIOR SCHOOL STRIKES AND CONSEQUENCES PROCESS

Strikes will be given when:

- Students are late for Home Group and have not signed in at Senior School Reception by 8.40am
- Communication is received after 8.40am from your parent or guardian of your late arrival
- Communication is received after 9.00am from your parent or guardian advising of your absence
- The School has to make a phone call to your parent or guardian to establish your whereabouts
- Breaching make up, nails, jewellery, hair and uniform guidelines

Consequence Sessions

- 3 strikes = a lunch time consequence session
- 4 strikes = a lunch time consequence session
- 5 strikes = a lunch time consequence session
- 6 strikes = an after school consequence session
- 7 strikes = an after school consequence session
- 8 strikes = an after school consequence session
- 9 strikes = a meeting with the Deputy Principal, Head of Senior School
- 10 strikes = a meeting with the Principal and your family

When strikes become Consequences

3 strikes will commence the consequences journey

Not strike worthy – you will simply be asked to fix the problem	Wrong hair tie
	Skirt rolled up
	Dress or skirt too short
Strike worthy	If told more than once in the same day for one of the above
	Incorrect uniform (sports, socks, bag, no hat, jumper as top garment)
	Make up
	Nail polish or acrylic nails
	Shellac/SNS coating that is coloured or French
	False lashes
	Double piercing
	Top piercing
	Jewellery that is not approved
	Unnatural hair colour
	Unauthorised wearing of sports uniform
	Late to school after 8.40am without parent notification
	Not attending Home Group
Accumulating Strikes	1 strike – no consequence
	2 strikes – no consequence
	3 – 5 strikes – Friday lunch time consequence
	6 – 8 strikes – after school Friday (until 4:30pm)
	9 strikes – meeting with HOSS (Ms Healy)
	10 strikes – meeting with Principal
Meeting Consequences obligations	3 – 5 strikes – Friday lunch time consequence
	* No show = Friday after school
	6 – 8 strikes – after school Friday (until 4:30pm)
	* No show = Meeting with HOSS and parents

The Process	Where possible staff member issuing strike is to inform student in person that the strike has been given and why
	The name of student receiving strike and reason is to be emailed to the Year Level Coordinator.
	A consequence slip is to be produced and then passed on to the relevant HG teacher who will supervise the student acknowledging their consequence by signing
	HG Teacher is to return the acknowledgement slip to Senior School Reception
	If student is unable to attend the consequence, they are to advise their YLC

Consequence Escalations

➤ Missing a Session

If a student does not attend a consequence session without communication and agreement from the YLC, the penalty will be to sit the session the following week at the escalated level (after school).

For example:

- Student is on 3 strikes and is expected at lunch time detention
- Student does not show
- Penalty for not attending is to sit the consequence the following week at the escalated level (after school)

Same student receives strike number 4 a few days later

Student to sit consequence at the appropriate session for 4 strikes (being a lunch time detention)

➤ Accumulating Strikes Quickly

If a student is accumulating strikes at a very fast rate, quicker than having the opportunity to sit all required consequence sessions, the procedure is:

An example:

- Student accumulates 3 strikes and sits required lunch time consequence
- Student accumulates 3 more strikes the following week and escalates to after school consequence; she does not need to also sit the lunch time consequence sessions for the 4th and 5th strike.