

Hauraki Primary School

Policy Document

Behaviour Management

Rationale

It is a primary objective of the Hauraki School Board (the Board) to provide a physically and emotionally safe place for all students and staff. The Board is committed to taking all reasonably practicable steps to ensure the health and safety of all students, staff, and other visitors to the school.

Purpose

The Board will ensure:

- we comply with all relevant legal requirements set out in the Health and Safety at Work Act 2015 (HSWA) and Education and Training Act 2020.
- students understand the required standards of behaviour.
- we handle behaviour management issues consistently and appropriately in a fair and correct manner.

Guidelines

1. This policy sets out the school's day-to-day behaviour management. We promote positive student behaviour in line with our school values, and expect our students to understand our values, maintain high standards of conduct at school and comply with school rules.
2. At the beginning of each school year, the classroom teacher will discuss and reaffirm school and classroom rules with students, as set out in Appendix One. Parents, caregivers and whanau are informed school and classroom rules in newsletters and are expected to confirm their understanding of them at the beginning of the school year.
3. School and classroom rules are displayed in a prominent place in each classroom. All behaviour management is based on a sound knowledge of school and classroom rules and positive reinforcement.
4. Staff maintain positive learning environments and relationships within the school community. Helpful and courteous behaviour from staff and students is always encouraged.
5. Unacceptable student behaviour is not tolerated, including bullying, fighting, verbal, racial and sexual harassment, stealing, vandalism, spitting, threats, including inappropriate use of language to staff, and swearing. In instances of unacceptable behaviour, a specific sequence of procedures will be implemented as set out in Appendix Two.

6. Staff consistently apply our behaviour management strategies in all cases of unacceptable behaviour and use de-escalation techniques if student behaviour poses a danger to themselves or others.
7. Physical restraint may only be used by teachers or authorised staff members to prevent imminent harm, and only according to our Physical Restraint policy.
8. Seclusion and corporal punishment are prohibited.
9. We work with parents, caregivers, whānau, staff, and outside agencies, if necessary, to plan individual programmes and strategies for students with particular behavioural needs. These students may be managed outside our normal behaviour management strategies.

Stand-down, Suspension, Exclusion and Expulsion

10. Where student behaviour requires action beyond this policy, the procedures set down in our Stand-down, Suspension, Exclusion and Expulsion will be followed.

Concerns and complaints

11. Any concerns or complaints about behaviour management or the implementation of this policy will be considered in line with the Board's Concerns and Complaints policy. We do not encourage parents, caregivers or whanau to approach students, their parents, caregivers or whanau, or other members of the school community to privately discuss behaviour issues.
12. If a behaviour issue or concern arises at school that involves the child or relative of a currently employed staff or Board member and another student or group of students, the staff or Board member is not involved in its resolution. A delegated staff member with no relationship to the student or relative manages the incident.

Signed: _____

KE Gold

Date: _____

28.7.2025

Presiding Member of the Board

Review Date: _____

Term 3, 2028

Related policies:

- Bullying
- Cellphones and Personal Digital Devices
- Computer Security and Cybersecurity
- Concerns and complaints
- Digital Technologies and Responsible Use
- Health and Safety
- Physical restraint
- Stand-down, Suspension, Exclusion and Expulsion

Appendix One

Student School Rules

- Follow instructions.
- Keep hands, feet and objects to yourself.
- No teasing, swearing, or taking something that does not belong to you.
- Raise your hand instead of calling out (one person talking at a time)
- Be silent when asked, otherwise use your voice in the classroom quietly. (If I can hear your voice, it's too loud).

General School Rules

- Everyone is outside during playtime and lunchtime unless the teacher is present, or the names of no more than six children are written on the board by the teacher, or if it is wet as indicated by a bell that is rung twice.
- All children arriving at school early must wait under the hall verandah till the 8:30 a.m. bell rings.
- Walking only is permitted in corridors.
- Unless accompanied by a teacher or parent, the foyer area should not be used as a through area.
- Any child who leaves the school during school hours must have approval.
- Kicking of balls is only permitted on all green areas and court area close to the main field.
- Playground areas are defined as:
 - Senior area: main field, court area in front of senior block, astro turf court, senior adventure playground, and netball court when there are no netball practices.
 - Junior/Middle area: main field, back of Junior block, respective Junior and Middle adventure playgrounds.
- All adventure playground areas are out of bounds between 8.30 and 9.00 a.m. and 3.00 and 4:00 p.m.
- No playing on ramps outside rooms 17-19 or on junior block stairs. Out of bound areas are:
 - Carpark
 - Back driveway
 - Library ramp and deck
 - Administration block
 - School Hall
- If a ball goes over a fence or on a roof, it should be reported to the duty teacher.

Appendix Two

Playground Behaviour Management

Where playground behaviour is deemed inappropriate or unacceptable, this should be dealt with by the duty teacher and incidents of significance reported to the class teacher. At the duty teacher's discretion, children may be sent to the Deputy Principal (DP) or Syndicate Leader, who will make a decision about further action.

Classroom Behaviour Management Plan

It is intended that our behaviour management programme will be based on a sound knowledge of school rules and positive verbal reinforcement (e.g. recognition, praise), nonverbal reinforcement (smile, pat on the back), and written reinforcement (comments, certificate, stickers, house points.) The use of corporal punishment and seclusion is prohibited.

If, however, a student chooses to break a classroom rule, the following sequence of events will take place:

- 1st time: students name on the board as a warning.
- 2nd time: one mark after name, means stay after bell to finish work, or write out school rule(s), and /or write a letter of apology (not necessarily to parents).
- 3rd time: two marks after name, means sent to team leader
- 4th time: three marks after name means sent to DP and/or Principal. At the DP or Principal's discretion a parent maybe contacted.

In the case of severe disruption, any of the above stages may be bypassed and a student sent straight to the Principal.

Please note that consideration towards neuro diverse students will be given where deemed necessary.

If a student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school; or because of the student's behaviour, it is likely that the student, or other students at the school would be seriously harmed if the student were not stood down or suspended, the school's Stand-down, Suspension, Exclusion and Expulsion may be implemented.

At all times, the school will comply with all our legal requirements set out in the Education and Training Act 2020 and Education (Physical Restraint) Rules 2024.