



GUTHRIE STREET PRIMARY SCHOOL
SOCIAL & EMOTIONAL
WELLBEING MANUAL



Dear Parents

Please find enclosed a copy of the Guthrie Street Primary School Social and Emotional Well Being Manual.

As members of the Guthrie Street school community, students, teachers and families have certain rights and responsibilities within our community - the right to teach and learn and the right to feel safe both physically and emotionally are governing. Rules and consequences are used to support our rights and responsibilities. The Social & Emotional Wellbeing Manual clearly outlines the Rights and Responsibilities and the Rules and Consequences of our school.

As a school we understand the importance of creating a positive and safe learning environment and we believe the consistent implementation of this manual will encourage all our students to:

- Contribute to the social, emotional and physical safety of the Guthrie Street community.
- Learn and participate to the best of their ability.
- Accept the consequences of their actions.

The start of the year has seen all classrooms familiarising themselves with the contents of this manual. By providing a copy of this manual to each family, parents have the opportunity to reinforce and strengthen their child's understanding of Rights and Responsibilities and the Rules and Consequences of our school.

I look forward to your continued support as we work together to provide a positive and safe learning environment for all.

Brendan Bicknell
Principal
Guthrie Street P.S



Do your best,
be your best!



GUTHRIE STREET PRIMARY SCHOOL SOCIAL & EMOTIONAL WELL BEING MANUAL

As human beings we often respond emotionally first and rationally second. Emotions have the greatest influence on our behaviour. Knowing about human emotions and understanding why and how they occur allows us to better regulate, manage and change our own behaviour.

At Guthrie Street Primary School all classrooms explicitly teach students about their emotions and how to manage them. All classrooms complete an EQ lesson weekly which can include lessons, games and activities to learn about Emotional Intelligence. To complement our EQ program, students complete activities from the Respectful Relationships program and the Resilience Project.

Self-Awareness, Self-Control, Self-Motivation, Empathy and Building Relationships are the pillars of emotional intelligence, and constitute the pathway to health, happiness and success.

When students behave inappropriately it is because emotions have taken over from reason. At Guthrie Street, we teach students how to be the master of their feelings, rather than a victim of their feelings.

The school teaches students about a number of proverbs to embrace the EQ way. The Golden Rule of EQ, "*Treat others the way you would like to be treated*" is referred to many times in classrooms and taught explicitly across the school.

Along side our EQ program, Guthrie Street Primary School teaches Respectful Relationships Curriculum which involves promoting and modelling respect, positive attitudes and behaviours. It teaches our children how to build healthy relationships, resilience and confidence.

** Resilience Project

Guthrie Street Primary School Student Rights & Responsibilities

Students have the right to-

- Learn and achieve to their individual potential
- Be accepted as an individual and feel safe
- Be treated and spoken to fairly and respectfully by teachers, students and parents
- Learn and play in a clean and tidy environment
- Have a voice within our school

Students are expected to-

- Allow others to learn and play without interference
- Accept others as individuals with different backgrounds, personalities and interests
- Treat and speak to teachers, students and parents in a fair and respectful manner
- Listen to and value others opinions and ideas

Guthrie Street Primary School Teacher Rights & Responsibilities

Teachers have the right to-

- Be treated with respect by students, parents and colleagues
- Feel safe in the school environment

Teachers are responsible for-

- Maintaining a classroom environment where all children have the opportunity to learn and play without interference from others
- Treating students, parents and colleagues how they would like to be treated
- Discussing and reinforcing school rules and expectations
- Being fair and consistent when dealing with student management and behaviour issues
- Providing appropriate levels of supervision inside and outside of the classroom

Guthrie Street Primary School Parent Rights & Responsibilities

Parents have the right to-

- Know their child is safe
- Be kept informed of their child's learning progress and behaviour at school

Parents are responsible for-

- Being aware of the school rules and encouraging acceptable behaviour
- Providing school with up to date information about their child including family arrangements, personal information and contact information
- Ensuring your child attends school regularly and punctually and provides explanations for school absences
- Sending their child to school in the correct school uniform
- Following their children's academic progress by attending parent teacher interviews, viewing school reports and keeping in contact with the classroom teacher

OUTSIDE

Rules	Consequences
<p>Food must be eaten in the classroom. All rubbish is put in the bin.</p>	<p>Student is directed back to their classroom. Student picks up their rubbish and places it in the bin.</p>
<p>Chewing gum is not permitted at school.</p>	<p>Student places their chewy in the bin immediately.</p>
<p>We play in the designated play areas.</p>	<p>Student is directed to appropriate playing area. <u>Repeat Offenders</u> 10 minutes time-out on a seat</p>
<p>We do not play in the toilets. We play all kicking games on the oval</p>	<p>Student is directed to appropriate area. <u>Repeat Offenders</u> 10 minutes time-out on a seat</p>
<p>We must have a pass to come inside for genuine reasons</p>	<p>Student is sent out unless they have a corridor pass</p>
<p>We play cooperatively and by the agreed rules of the game. We include others in our games.</p>	<p>Student is encouraged to do the right thing. <u>Repeat Offenders</u> 10 minutes time-out on a seat</p>
<p>We wear a hat between September and April.</p>	<p>If a student doesn't have a hat they must play in a shaded area in the school grounds.</p>
<p>iPads and mobile phones are not used in the yard, before or after school. Mobile Phones must be signed in at the front office when a student arrives at school every day</p>	<p>iPad will be confiscated by a yard duty teacher</p>
<p>We do not swing on the soccer goals, netball, basketball or football goals. We do not climb fences or trees</p>	<p>Student's are reminded about safety. <u>Repeat Offenders</u> 10 minutes time-out on a seat</p>
<p>We do not interfere with others games, eg kicking ball away or take their belongings</p>	<p>Student's are reminded about safety. <u>Repeat Offenders</u> 10 minutes time-out on a seat</p>

Rules	Consequences
We do not throw sand, rocks, chip bark or sticks.	Time out on seat, withdrawal from the yard / Re-Think for repeat offenders.
We walk our bikes / scooters in and out of school. We must obey all lawful requirements for our chosen method of transport (including wearing of helmets)	Student's are asked to return to their entry or exit point and exhibit the appropriate behaviour. <u>Repeat Offenders</u> Will lose the privilege of riding to school.
We do not swear at another student.	10 minutes time- out on seat / Withdrawal from the yard for Re-Think
Fighting, wrestling, kicking, punching and pushing is not tolerated.	Withdrawal from the yard / Re-Think or Suspension
We do not tease, bully or harass another student.	Withdrawal from the yard for Re-Think or Suspension
Refusal to follow teacher instructions is not permitted.	Withdrawal from the yard for Re-Think or Suspension
Swearing directed at a teacher will not be tolerated.	Withdrawal from the yard for Re-Think or Suspension
Prohibited items must not be brought to school including knives, vapes, cigarettes and any other items that can cause harm to self and others	Withdrawal from the yard for Re-Think or Suspension
Tackling in football games is allowed. Sling tackles are not allowed.	Students who tackle rough or sling tackle will have time out on the seat. Repeat offenders will be removed from the yard.

- i) Please note, parents will not be contacted on every occasion a student has a consequence. The Principal will use discretion as to when to contact parents for different incidents.

Play Areas

Foundation and Grade 1s only will use the playground behind the library. The two other playgrounds are for Grades 2-6 only.

Oval- The large soccer goals field will be used by Grade 56 students, 34 students will use the field near rebound wall, the soccer field closest to the library will be used by Grade 1/2 students.

INSIDE

Rules	Students making strong Choices	Consequences
<p>We do not distract other students or classes.</p> <p>We respect each other's property.</p> <p>We complete our work quietly and to the best of our ability.</p>	<p>Verbal praise Public recognition Award/Certificate Stickers Note home Classroom rewards</p>	<p><u>4 STEP PROCESS</u></p> <ul style="list-style-type: none"> • Verbal/non verbal reminder • Time-out in classroom • Removal to another class <ul style="list-style-type: none"> • Exit to office
<p>We use technology for educational purposes only and use devices as instructed by our teachers.</p> <p>We are eSmart on our devices and help keep each other safe online.</p> <p>We care for all devices including BYOD and school owned iPads, laptops, printers and other technology / equipment.</p>	<p>Students can use technology in all of their subjects to assist and extend their learning.</p>	<p>Students are banned from using technology, consequence to be decided by Principal</p> <p>Devices will be confiscated by teacher until the end of day</p> <p>Parents will be contacted about inappropriate use</p>
<p>We follow all teacher instructions.</p> <p>We are punctual, we enter the room in an orderly way and we are organised and ready for work at the appropriate times.</p>	<p>Verbal praise Public recognition Award/Certificate Stickers Note home Classroom rewards</p>	<p><u>4 STEP PROCESS</u></p> <ul style="list-style-type: none"> • Verbal/non verbal reminder • Time-out in classroom • Removal to another class <ul style="list-style-type: none"> • Exit to office
<p>We do not hurt another student or teacher, physically or emotionally.</p> <p>We do not use behaviour that is offensive, degrading or insulting to others.</p> <p>Dangerous items must never be brought to school.</p>	<p>Verbal praise Public recognition Award/Certificate Stickers Note home Classroom rewards</p>	<p>Removal to another class / Exit to office /Suspension</p>

Rules	Students making strong Choices	Consequences
We must respect and take care of all school property. Vandalism or theft will not be tolerated.	Verbal praise Public recognition Award/Certificate Stickers Note home Classroom rewards	Removal to another class / Exit to office /Suspension Intentional damage must be repaired or replaced. A student may have to complete jobs around the school as a consequence for damage or vandalism.
We wear tidy and correct school uniform every day. We do not wear any jewellery, other than: watch, sleepers/studs. We do not wear coloured nail polish, makeup or tattoos.	Verbal praise Public recognition Award/Certificate Stickers Note home Classroom rewards	A note / phone call home explaining school uniform policy to parents. A note / phone call home explaining school uniform policy to parents.

NOTE:

- 1) If a child is removed to the office the Principal will decide whether it is also appropriate to organise a meeting with the classroom teacher, the child and his/her parents to discuss their classroom behaviour.

- 2) When determining whether suspension will be used as a consequence for a child removed to the office, the Principal will take into account -
 - i. the severity of the incident
 - ii. whether the behaviour has been addressed previously.

- 3) If a child is removed to another classroom or the office parents will be informed by phone or via Compass notification