

**SONRISE CHRISTIAN  
SCHOOL**

**INFORMATION BOOKLET  
2010**



*Sonrise  
Christian School*

*Educating for Eternity*

Dear Parents

We take pleasure in presenting this information booklet to parents as a guide to Sonrise Christian School.

Please take the time to read the meaning behind our new school logo on Page 3.

We focus on a Christ-centered education; fostering learning in a supportive environment where each individual is valued as a person and that each child has the potential to achieve and gain satisfaction from their learning.

A positive partnership between you, as parents and the school is vital and we invite you to become actively involved in the education of your child/children. We provide opportunities for you to participate in the school programme for the good of all pupils.

We have a very supportive Board of Trustees and Proprietors, who give unselfishly of their time and work very hard for the school.

Wendy Gabriel  
PRINCIPAL



### **The meaning of our school logo**

- The sun is important to Gisborne, first city in the world to see the sun rise.
- The Son is risen.
- Symbolic sunrise at the foot of an empty cross.
- Concept of turangawaewae - the place we come from, the place we stand. The school as a spiritual home and place but we are also grounded in Christ Himself who is our turangawaewae.
- Wave of the sea meeting our land, Tairawhiti.
- The meeting of the 2 elements creates a path - a path to eternity - a route we must take to be saved
- The place which we stand which is Christ our Rock.
- The koru shapes also represent our new life in Christ
- The unfolding of the potential of our children

**The Staff**

Principal	Wendy Gabriel
Deputy Principal	Deryk Jenson
Room 1	Natalie Potini
Room 2	Andrew Russell
Room 3	Shawn Norris
Room 4	Deryk Jenson
Room 5	Georgette Jenson
Reading Recovery	Kathie Rutherford
Administrator	Bev Coombes
Teacher Aides	Daylene Benson
	Marie Claffey
Cleaner	Robert Foster

**Proprietors**

Chairperson	Dr Ken McFarlane
Secretary	Dr Alison McFarlane
Treasurer	Dianne Holland
	Rowena Stevenson
	Pam Harrison
	Graham Preston

**Board of Trustees**

Chairperson	James Macpherson
Minute Secretary	Ju Mokomoko
Principal	Wendy Gabriel
Teacher Rep	Deryk Jenson
Proprietor's Rep	Dr Ken McFarlane
Proprietor's Rep	Dr Alison McFarlane
Proprietor's Rep	Dianne Holland
Parent Rep	Joshua Calles
Parent Rep	Ju Mokomoko
Parent Rep	Rena Lolohea
Parent Rep	Justine Randall

**SCHOOLS' TERMS AND HOLIDAY DATES FOR 2010**

First Term	-	Tuesday 2 February – Thursday 1 April
Second Term	-	Monday 19 April – Friday 2 July
Third Term	-	Monday 19 July – Friday 24 September
Fourth Term	-	Monday 11 October – Tuesday 14 December

**STATUTORY HOLIDAYS**

Anniversary Day	1 February (falls within school holidays)
Waitangi Day	6 February (Saturday)
Good Friday	2 April (falls within school holidays)
Easter Monday	5 April (falls within school holidays)
Easter Tuesday	6 April (falls within school holidays)
ANZAC Day	25 April (Sunday)
Queen's Birthday	7 June (falls within Term 2)
Labour Day	25 October (falls within Term 4)

**SCHOOL HOURS**

Class teaching commences at 8.45am. Children should arrive by 8.30am in order to sort out their bags etc. Teaching staff meet at 8am in the staffroom for prayer time.

10:15 – 10:35	Morning interval
12:15 – 1:00	Lunch interval
2:30pm	School ends

Parents are requested to pick up their children by 3.00pm. After this time the contact people will be asked to come and get their children.

### **Sonrise Christian School Offers**

Sonrise Christian School offers a Christ-centred education. We believe that God created the world and reveals Himself in His Word. A true and complete understanding of the world can occur only when God is the centre of the education process. The school aims to help students respond to God the Creator and find their place in His world, serving Him to their best with whatever skill and abilities He had given them.

### **Sonrise Christian School Philosophy**

- Parents have a biblical responsibility for the education of their children.
- Sonrise Christian School aims to assist parents to prepare, and guide their children towards maturity. The four main areas of development are spiritual, social, academic and physical.
- The Bible is recognized as authoritative and infallible. Biblical principles are integrated into all facets of school life.
- Since God is Truth and His creation reveals Him, students are shown that Truth can be known and taught.
- Students are encouraged to know, love, serve and trust the Lord Jesus Christ, to commit their lives to Him and to love others as Christ loves us.
- Because God has made us unique, with individual skills and talents, each child is expected and encouraged to develop to their person potential.

## **Enrolment**

Because Sonrise Christian School is an integrated school of special character, families of children enrolled at the school must show that they agree with and support the Special Character of the school, and desire Christ centred education for their children, specifically by acknowledging their own Christian faith.

Up to ten percent of enrolments at the school are available for families who still desire Christ centered education for their children but are not themselves active Christians, but are able to support the Special Character of the school.

Ministry of Education guidelines require parents of 5 year olds enrolling at Sonrise Christian School to supply a copy of their child's Birth Certificate and Immunization Certificate.

All enrolment procedures must be completed and confirmation of acceptance at the school received prior to the student being able to commence at the school.

## **Emergency Procedures**

Sonrise Christian School has a comprehensive emergency plan on display on the school notice board. In the case of an emergency that requires the school to close during school time, the children will be moved to Mangapapa School in Rua St. This is our designated Civil Defence assembly point. Please take time to read the emergency policy and familiarize yourself with the details.

## **Smoke Free Policy**

Sonrise Christian School is a designated 'Smoke Free Area'. This means that there is no smoking within the school buildings, the fenced off area and car park.

## **Policy Documents**

Sonrise Christian School BOT has developed policies covering the running of the school. These are available for reading in the school staffroom, and on our web site [www.sonrise.school.nz](http://www.sonrise.school.nz). Please feel free to read them.

## **Absence and Lateness**

A "check-safe" scheme operates in the school. If your child is going to be absent or late, please contact the school – phone 868 9841 between 8.00 and 8.30am. If your child does not arrive at school and you have not contacted us we will phone you or your emergency contact. Please immediately advise us of any changes of phone numbers or addresses. In the case of a foreseen absence from school please discuss an exemption with your child's teacher.

## **Health, First Aid and Illness at School**

In the case of an accident at school, first aid is carried out by the teacher on duty and, in serious cases, parents are notified. Parents will also be contacted if a child becomes ill at school. For this reason, our record for home, work, doctor and other emergency contact numbers must be current. Please advise the school of any changes.

### Allergies, Asthma etc.

The school keeps a record of children who require special and immediate attention in case of insect sting or illness. If you have a child who falls into this category the school should be notified now so that the necessary safeguard can be taken. Parents must supply the school with the appropriate medication if it is likely to be needed.

### Dental Clinic

Children attend the Mobile Dental Clinic. Dental treatment is available for children from the age of two and a half years. Appointments can be made by phoning 027 242 5120.

When children are enrolled at school the first time, unless otherwise directed, they are placed on the dental clinic register and regular checks of teeth are made. Early enrolment and many visits with parents before school will give children confidence with dental examinations.

### Road Safety

Children should be warned against stopping on the way to and from school and talking to strangers. If arrangements made with children about collecting them after school are altered please contact the school so the children can be informed.

**Children must stay behind the barrier until the parents arrive to pick them up.**

### Pedestrians

If you or your children are walking to school please walk on the left of the driveway as you approach the school (the side by the grape seeding nursery). Walk on the edge of the sealed areas as the dirt and grass to the left is soft and could be dangerous. Be extra careful across the retaining wall area and up the hill by the power pole. Stay on that side until you are past the exit and entry for the vehicles, then cross the driveway carefully by the last judder bar. Keep to the path from there to the buildings.

### Pupils Arriving / Departing By Car

There is a turning circle providing pick up and drop off only. Entry is at the furthest point. Car parks for four vehicles are provided onsite. Please do not park in the drop off area. This is for loading and unloading only. If you need to get out of your vehicle for more than helping with a seat belt please find a car park. It may be necessary to park to one side of the main driveway until a drop-off space or car park is available. Please be aware that this driveway gives access to the house further up the drive. **CHILDREN MUST NOT WALK ACROSS THE DROP OFF AREA AT ANY TIME.** Please explain this to your child before they arrive at school on the first day. The staff will reinforce safe walking to the children.

### Bicycles

Nelson Road is very busy and hazardous to cyclists. It is our recommendation that pupils younger than 11 years do not ride bicycles to school unsupervised, but the responsibility to allow a child to cycle is yours as a parent.

### Sports

We endeavour to involve children in a range of sporting activities. As we are a small school we need to join up with other schools for Netball, Rugby, Cricket and other team sports. Please talk to the teachers for more information.

### **Swimming**

During the 1<sup>st</sup> and 4<sup>th</sup> terms children swim at the Enterprise Pool. Swimming is a compulsory component of the curriculum. The pool is heated and under cover so it is not dependent on the weather. Please ensure that all clothing is named. Parent helpers are needed. Let the class teacher know if you're available to help with swimming.

### **Physical Education**

PE is a compulsory component of Sonrise Christian School's curriculum. If your child is unable to participate, a signed permission slip from parents is required. If the condition is ongoing, a medical certificate is required.

### **Technology**

Years 7 and 8 attend technology classes at Illminster Intermediate School every second Monday. This is also compulsory for all intermediate students.

### **Field Trips**

Students take part in field trips that complement classroom studies. A permission slip will be sent out for parental permission before each trip.

### **Lost Property**

Lost property is stored in individual classrooms. Please name all belongings. We ask children to leave expensive and treasured items at home. While we do everything possible to locate lost items, we cannot be responsible for lost property.

### **Money**

If children have to bring money to school, they should bring it in a envelope labeled with their name, the amount and purpose and hand it to their teacher when they arrive. The school has no place for the safekeeping of large amounts of money and can take no responsibility.

### **Lunches**

Parents are encouraged to provide nutritious lunches for their children. Lollies, fizzy drinks, chewing gum are not permitted. Parents and pupils are reminded that there will be no opportunity for lunches to be purchased during the school day. Pupils will NOT be allowed offsite during school hours. Any purchases that need to be made will need to be made on the way to school. There will be no exceptions to this rule. On Fridays, lunches can be ordered at school.

### **Shoes And Carpet**

The foyer area of each classroom is fitted with indoor-outdoor carpet. It is hoped that all dirt will stay in this area. Everyone entering the classrooms beyond the foyer is asked to remove their footwear. This will protect the carpets from excessive dirt and wear and tear. Please feel free to supply your children with thick socks or slippers for classroom use.

### **Specialist Education Services/Resource Teachers/Learning and Behaviour**

These services may be called on by the school or parents to assess and advise on children with special needs of learning and behaviour. Please contact the school first as a joint approach to S.E.S. is more likely to gain priority.

### **Parent Support Group**

Our Parent Support Group holds Fundraising activities throughout the year. Meetings are held regularly in the school staffroom and new members are most welcome. Parents are encouraged to help whenever they are able. For further information contact Robert Foster on 868-3939.

### **Parent Help**

A much-appreciated aspect of the school day is the help parents are able to give teachers in various ways. This can take the form of regular help in the classroom with a wide range of non-teaching tasks and is not confined to the Junior Class. Parents can also help when classes go on education visits away from school, also expertise in sport, hobbies and craftwork. If you are interested do not hesitate to offer.

### **Homework**

At Sonrise Christian School homework is set to allow children to practice and consolidate skills learnt at school. This is part of honouring God by fully developing the skills and talents He has given. Projects also allow the development of research skills. Each class teacher will issue homework as necessary.

### **Purposes**

- Develop positive work patterns and positive attitude to work.
- Develop self-discipline and self-management.
- Develop responsibility and perseverance.
- To supplement work already covered.
- To give parents the chance to see their child working.
- To give parents the chance to see the material their child is studying.

### **Reports on Children's Progress**

Parents are invited to call and talk over their child's progress with the class teacher – please make an appointment. Written reports are issued at the end of the second and fourth terms and more formal parent teacher interviews are available at those times.

### **Communication Diaries**

To aid communication each child will have a communication diary for daily messages between teachers and parents. Please make sure you read these and add any comments you wish to make. This diary is a useful method of communicating any concerns to your child's teacher, seeking an appointment time to meet with the teacher or letting the teacher know of any family events that may affect your child's learning at school.

### **Attendance Dues**

Sonrise Christian School is a state integrated school of Special Character. This means that the government funds the day to day operational costs of running the school but **not** the provision of land and buildings. The land and buildings are owned and administered by the proprietors of the school, the Gisborne Christian Education Trust. To fund the original purchase of the land and all the capital works involved with the school, the proprietors charge attendance dues, which are set in conjunction with the Ministry of education. Attendance dues are compulsory and are payable to the proprietors by all students attending Sonrise Christian School.

Attendance dues are set at \$1462.50 (including GST) per year per pupil, capped at \$5200 (including GST) for families of four or more pupils attending the school.

Attendance dues are charged at the beginning of each term and are due in advance. However, to make payment of the dues more achievable for families, payments may be made by regular automatic payment on a weekly, fortnightly or monthly basis as per the following schedule.

Annual Payment	\$1462.50	1 Payment	Due in advance
Per Term Payment	\$365.63	4 Payments	Due in advance
Monthly Payment	\$121.87	12 Payments	Due monthly
Fortnightly Payment	\$56.26	26 Payments	Due fortnightly
Weekly Payment	\$28.13	52 Payments	Due weekly

Please note that if a regular payment plan is chosen, the payments need to start from the beginning of the calendar year and continue through holiday time.

In cases of hardship, an approach can be made to the proprietors, who may reduce or waive the fee if necessary. This is done in the strictest confidence.

At present the school is not charging an activity fee, however parents may be asked to pay for trips and extra activities from time to time.

Please contact Dianne Holland on 867-7660 for any queries.

### **Textbooks, Class Materials**

Students are provided with all necessary textbooks. These books remain the property of the school and are issued on the understanding that they will be cared for and that any loss or damage will be paid for.

### **Stationery**

Stationery lists will be provided at the start of each year. The school may hold some stocks for issue to pupils who run out of materials. This will be invoiced to parents.

### **Care of Property**

All clothing, bags, lunch-boxes etc. brought to school should be clearly named. Children are discouraged from bringing personal items not required for school activities to school. Children are encouraged to develop personal responsibility for their own gear and good stewardship of equipment at the school. Children are expected to take good care of all property at the school and restitution is expected for any equipment willfully or carelessly damaged.

### **Behaviour Management**

Jesus' commandment to "love one another as He has loved us" should be the basis for all our behaviour. An important part of the work of Sonrise Christian School is training children to develop in a way that honours God and shows love and respect for each other.

- Like Jesus' commandment, the focus is on the positive.
- Rewarding and honouring appropriate behaviour.
- Rewarding and honouring consistent effort and diligence.
- Rewarding and honouring achievement – academic, sporting, cultural etc.
- Merit certificate are awarded at regular school assemblies.

### **Discipline**

The Lord encourages all His people to accept His discipline as valuable even if somewhat unpleasant at the time. (Heb 12:11) The Bible also teaches that discipline will drive out childish folly.

- Training of children is the responsibility of the parents and the school works in partnership with them.
- Classroom discipline is the responsibility of the teacher.
- There is a clear expectation of behaviour based on Jesus' commandment and school rules.
- children will understand what is required of them.
- Teachers will endeavour to minister to the heart of the child as well as the infringement.
- Parents will be involved if there is an ongoing problem.

A full discipline policy has been developed by the Board of Trustees and is available for reading in the staff room.

### **School Rules**

School rules stem from the command of Jesus to "Love the Lord your God with all your heart, soul, mind and strength and love others as yourself." The rules are a practical way that love and respect is to be shown for others at the school, the property of the school and ourselves.

- Children are to be neatly attired in school uniform each day.
- No jewellery except wristwatch and one pair of plain studs or sleepers in pierced ears.
- Pierced ears are the only body piercing allowed.
- Hair should be kept neat and tidy. Long hair must be tied back off the face for both girls and boys. Extravagant hairstyles are not allowed.
- Shoes are not to be worn inside the classroom.
- No chewing gum, fizzy drinks or sweets are to be brought to school.
- Be thankful for and look after the school environment.
- Keep the school litter free.
- Take care not to damage trees and plants, fences etc while playing.
- Keep the kitchen and toilets clean and tidy.
- Respect all the neighbours of the school and their property.
- Restitution is expected for any equipment willfully or carelessly damaged.
- Seek to show others the love of Jesus by how you act.

### **The Role and Responsibilities of The Board of Trustees**

The role of the Board of Trustees is to govern the school. They are a legal body, made up of elected parent representatives, the Principal and a staff representative. Elections are held every 3 years. Board meetings are held every four to five weeks. Meetings are open to the public and parents are welcome to attend and observe. Any recommendations or questions should be put in writing and sent to the Secretary of the Board at least a week before a meeting. These are held in the staffroom at 7pm.

## UNIFORM POLICY

The following principles are used when considering the dress and appearance of children at Sunrise Christian School.

- Safety
- Practicality
- Cleanliness and tidiness
- Modesty - some clothing is provocative
- Humility – not drawing attention to oneself; not an act of rebellion
- Distraction - some clothing or hairstyles are a distraction to others
- Competitiveness – we do not want to encourage competitiveness in clothing
- Equality - rules should apply equally to both sexes
- Self-respect - clothing should encourage self respect
- Overt messages - some slogans, symbols and motifs may have messages which are not consistent with the school culture.

Uniforms help to standardise and simplify decision, providing a sense of unity, school pride, identity and identification to others.

The Principal and teachers have been instructed to ensure the correct uniform is worn.

### Uniform Rules

- School uniform must be worn.
- Jewellery - no more than one stud or sleeper in each ear. A wristwatch is permitted. No other jewellery to be worn except if a piece is culturally significant and provided it is consistent with the culture of the school. This includes birth bracelets, Maori pendants and crosses.
- Hair can be worn long in either sex but must be neat, clean and tied back off the face. Extravagant or unusual hairstyles such as Mohawks, outrageously dyed hair are not permitted.
- No make-up or nail polish will be worn with the uniform.
- Black school shoes or black school sandals are to be worn.
- Regulation hats must be worn outside during the summer terms.

### Girls' Uniform consists of

- Gold polo shirt with logo for Years 1 – 8 and White polo shirt with logo for Years 9 and 10, and one of the following navy school items - skirt, culotte, shorts, for summer.
- Gold skivvies, polo shirts and navy sweatpants, (not track fabrics eg Canterbury track pants, Nike, etc.) or skirt, culotte for winter. Sweatpants to be completely navy blue, no other coloured stripes on the pants.
- Navy polo fleece or navy sweatshirt
- Navy PE shorts
- White, black, navy socks (either ankle or just below the knee length) or full length black or navy tights for winter (no footless tights to be worn with uniform).
- Black school shoes or black sandals (no coloured shoes, platforms, high heels or any other shoe which is not classified as school shoes). Trainers may be worn but it has to be completely black, no coloured stripes in the shoe.

### Boys' Uniform consists of

- Gold polo shirt with logo for Years 1 – 8 and White polo shirt with logo for Years 9 and 10, and navy school shorts for summer.
- Gold skivvies, gold polo shirt and navy school sweatpants for winter (no trackpants such as Canterbury, Nike, Addidas, etc). Sweatpants to be completely navy blue, no coloured stripes in pants.
- Navy polo fleece or sweatshirt.
- White, black or navy socks to be worn with black school shoes and black sandals.
- They may wear a trainer but it has to be completely black.

## Stationery Lists

### Room 1

2 Glue Sticks  
 2 x 1U4 exercise books (Writing)  
 2 x Learn to Write Books (Handwriting)  
 4 x 1F4 exercise books (Topic, poems, reading)  
 2 x 3B1 notebooks (Homework)  
 1 x 1H5 Maths book Maths  
 3 Scrapbooks or project books – white pages only please (Reading, Maths)  
 Journal Bag or homework folder  
 Old painting shirt or apron  
 Ringbinder and some plastic pockets  
 Colouring pencils (optional)  
 Felt pens (optional)  
 If needed a pencil case

### Room 2

5 x 1B5 exercise books  
 1H5 Maths book  
 Scrapbook or project book  
 3B1 homework notebook  
 Journal Bag  
 Pencils x 3  
 Eraser  
 Blue x 3, black and red pens  
 30cm ruler  
 Colouring pencils (optional)  
 Felt pens (optional)  
 Large gluestick  
 Yellow highlighter  
 Scissors (optional)  
 Old painting shirt or apron

### Room 3

6 x 1B5 exercise books  
 1 x 3B1 notebook  
 1 x 1E5 Maths book  
 3 x HB pencils  
 1 packet of coloured pencils  
 1 pencil sharpener  
 4 x blue pens  
 2 x red pens  
 1 x black pen  
 1 x packet of felt pens  
 1 x 30cm flexi ruler  
 1 x eraser  
 1 x A4 clear file  
 1 x large glue stick  
 1 x A4 refill pad

### Room 4

2 glue sticks  
 1 x A4 lined refill  
 2 x 1E5 exercise books  
 1 x 3B1 notebook  
 Colouring pencils  
 Old painting shirt or apron  
 2 pencils  
 2 blue ballpoint pens  
 1 red ballpoint pen  
 1 clearfile  
 Pencil case  
 Ruler  
 Eraser  
 Pencil sharpener  
 Mathematical Drawing Set  
 Felt Pens (optional)

### Room 5

A4 refill  
 Ringbinder  
 1 x clearfile  
 5 x 1B5 exercise books  
 1 x 1E5 exercise book  
 1 x 1B4 exercise book  
 Pens, pencils  
 Ruler, Scissors  
 Protractor, Compass  
 A5 diary to be purchased from school

SONRISE CHRISTIAN SCHOOL LUNCH ORDERS from THE CAKE KITCHEN
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1. Pies – mince, mince & cheese, potato top, steak & cheese, bacon & egg	\$2.50
2. Savouries	\$1.00
3. Sausage Roll	\$1.00
4. Salad Roll – ham, chicken	\$2.50
5. Salad Roll – seafood	\$3.50
6. Plain Lamingtons – chocolate, raspberry	\$1.00
7. Creamed Lamingtons – chocolate, raspberry	\$1.20
8. Pikelets	70c
9. Muffins – chocolate, blueberry, boysenberry	\$1.00
10. Long Donuts – chocolate, jam	\$1.20
11. Raspberry Bun	\$1.20
12. Large Afghan Biscuit	\$1.00
13. Small Afghan Biscuit	50c
14. Custard Square	\$1.00

Lunch orders only available on Fridays.

# BEHAVIOUR MANAGEMENT PLAN

These guidelines are to be added to the existing guidelines to the policy.

## 1. It is expected that teachers:

- Train students in the five essential requirements for learning.
- Foster the application of the 5 P's both inside and outside the classroom.
- Develop close communication and ties between home and school in the application of the 5 P's.
- Positively reinforce appropriate behaviour through for example: merit awards.
- Encourage consistency in the application of the behaviour policy.
- Model the 5 P's as a staff member.
- Approach each incident or positive behaviour as a teaching moment.

## *The Five Essential "P"s*

<i>Punctuality</i>	<i>Preparedness</i>	<i>People (Propriety)</i>	<i>Participation</i>	<i>Perserverance</i>
<b>Arriving on time to class, sport and culture activities.</b>	<b>Being fully equipped for all activities.</b>	<b>Showing respect toward others and their property.</b>	<b>Participating positively in all activities.</b>	<b>Completing all activities to the best of one's ability.</b>

### **Underlying Biblical Principles:**

Matthew 7:12

*In everything do to others what you would have them do to you.*

Colossians 3:23

*Whatever you do, work at it with all your heart, as working for the Lord, not for men.*

1 Peter 1:13a

*Therefore prepare your minds for action; be self-controlled.*

Philippians 2:14

*Do everything without complaining or arguing.*

## 2. Steps For Teachers Dealing With a Minor Incident:

A minor incident (some examples):

- Dropping litter.
- Not seated at lunchtime.
- Bad sportsmanship.
- Deliberately wearing uniform inappropriately.
- Inside when shouldn't be.
- Interrupting others in class.
- Excluding others from games.
- Disturbing class through talking at inappropriate times.

**If an incident occurs:**

**Step 1: Warning** – verbal, related to 5 P's.

What did you do?

What should you have done?

(Which of the 5 P's should you have remembered?)

### Consequence

- Apology from pupil
- Name entered in duty notebook if playground incident.

**Step 2: Reprimand** – verbal related to the 5 P's (as above)

### Consequence

- Apology from pupil
- Appropriate punishment, eg. Drop litter therefore pick it up.
- Name and incident entered in duty notebook if playground incident.

## 3. Steps For Teachers Dealing With a Major Incident:

A major incident (some examples):

- Repeated minor incidents.
- Deliberate disobedience.
- Wilful damage.
- Lying.
- Bad language.
- Bullying: verbal or physical.
- Repeatedly uncooperative in class, at sport or in the playground.
- Stealing.
- Truancy.

**If an incident occurs:**

**Step 1: Reprimand** – verbal, related to 5 P's.

- Time out/isolated from peers or loss of privileges (if a classroom incident).
- Interval/lunchtime tasks if a playground incident.
- Apology letter – related to 5 P's (Years 3 – 8).
- Incident sheet completed - sent home to parents. Sheet is signed and returned to school.

- Copy of incident sheet given to Principal (copy to classroom teacher if a playground incident).

**N.B.** If the incident is against another pupil, parents of that pupil must be informed that the matter has been followed up.

**Step 2:** As for Step 1 plus:

- Parents contacted directly by classroom teacher – possible interview.
- Child removed from playground during lunchtime and playground (if a playground incident).

**Step 3:** Parents contacted directly for interview with Principal and classroom teacher.

- Principal's detention.
- 1-2 days stand-down (refer to Stand-down policy).
- Behaviour modification contract formulated with parents as required.
- Regular liaison between home and school is critical.

**Step 4:** As for Step 3 – continue and review.  
Refer to RTLB if necessary.

**N.B.** The severity of the incident will determine the step that will be implemented.

#### **4. Steps For Teachers To Encourage Positive Behaviour:**

- Biblical teachings stressing the positives and “do’s” of life – not just the “don’ts” .
- Child removed from playground during lunchtime and playground (if a playground incident).
- Positive/supportive comments from staff.
- Occasional tangible rewards.
- In-class tick/sticker/merit awards.
- Certificates at assemblies.
- Playground token rewards.
- Report/interview comments.
- Notes home to parents about **positive** behaviour via homework diary.

**To work, the reward system should be:**

- Regular.
- Consistent.
- Fair to **ALL** pupils.
- Specific to children.
- Especially for young children, as immediate as possible.

**Acknowledgement:**

*Our thanks to Bethlehem College and Matamata Christian School for their assistance in developing this plan.*