

# **Our Lady Star of the Sea, Terrigal Behaviour Policy**



## **Parent Information Booklet**

At OLSS, we aim to create a safe, respectful, and supportive learning environment. Our Behaviour Policy is implemented across the school to ensure standards, expectations and consequences are consistent and clear, thus supporting a productive and happy learning environment for all students. As we believe that strong classroom leadership is central to student success, we are guided by the principle that: “Teachers run the room by being clear, consistent, and calm — by raising expectations.” Paraphrased from Tom Bennet, *Running the Room* (2020). This philosophy underpins the implementation of our school-wide approach.

## The OLSS Card System – Green, Yellow and Red.

The purpose of cards is to **inform** parents of their child’s behaviour at school.

### Implementation of the card system.

In 2023 our school trialled the card system in a response to a need in changing behaviours in our school. The trial was used in one grade only and saw a dramatic improvement in behaviour. In 2024, the trial was extended to the whole school and involved student and staff voice to make adjustments and refine the process. The cards system became fully operational in 2025 for all grades except Kindergarten.



**Green Cards** are given to students who display consistent behaviours reflective of our school values of:

***Respect, Belonging, Faith, Learning and Mission***

<b><u>Green Card</u></b>			
Student Name		Class	
Teacher Reporting Green Card Positive Behaviour		Date	
Congratulations! You are CONSISTENTLY behaving in a way that reflects our school's values			
<b>SAFE</b> <ul style="list-style-type: none"><li>• Right place, right time, right task</li><li>• Making good choices</li><li>• Using safe and caring actions</li></ul>	<b>RESPECTFUL</b> <ul style="list-style-type: none"><li>• Speaking and acting with kindness</li><li>• A very good listener</li><li>• Respecting our environment</li><li>• Taking pride in your appearance</li><li>• Including others, co-operates and taking turns</li></ul>	<b>LEARNER</b> <ul style="list-style-type: none"><li>• Always prepared for learning</li><li>• Learn and let others learn</li><li>• Always do your best</li><li>• Learn from mistakes</li></ul>	

When students have earned a number of Green Cards, they receive an award at our Monday morning assembly.

10 Cards – Bronze Award

20 Cards - Silver Award

30 Cards- Gold Award

40 Cards – Ruby Award

50 Cards- Platinum Award



# Yellow Cards

Students receive a yellow if they display repeated minor behaviours which **do not** reflect our school values.

- Spreading rumours about others
- Swearing at another student
- Verbally threatening language
- Damaging another person's property
- Inappropriate use of technology to harass
- Disrespect towards teaching staff
- Arguing with/backchatting the teacher
- Ignoring teacher instructions
- Unsafe aggressive behaviour (even unintentional contact)
- Damaging property
- Theft
- **Repeated** classroom disruption (calling out, walking around)
- **Repeated** breaches of uniform policy



Student Name			Class	
Teacher Reporting Yellow Card Incident			Date	
<b>Location of incident</b> (Please circle) Classroom      Library      Music Class Line      Basketball Court      Oval Japanese      Top Playground      Hall Undercroft      Toilets			<b>Time of incident</b> (Please circle) Before School      1st half lunch      2nd half lunch 1st half fruit      2nd half fruit      After school Classroom: morning block      middle block      afternoon block	
Tick rule <b>NOT</b> followed				
<b>SAFE</b> <input type="checkbox"/> Right place, right time, right task <input type="checkbox"/> Making good choices <input type="checkbox"/> Using safe and caring actions		<b>RESPECTFUL</b> <input type="checkbox"/> Speak and act with kindness <input type="checkbox"/> Be a good listener <input type="checkbox"/> Respect our environment <input type="checkbox"/> Take pride in your appearance <input type="checkbox"/> Include others, co-operate and take turns		<b>LEARNER</b> <input type="checkbox"/> Be prepared for learning <input type="checkbox"/> Learn and let others learn <input type="checkbox"/> Challenge yourself <input type="checkbox"/> Do your best <input type="checkbox"/> Learn from your mistakes
Description of incident: <hr/> <hr/> <hr/>				

## Yellow Card Process

### ● Discussion with the Teacher:

The teacher explains the reason(s) for the card

### ● Take the Card Home:

Your child brings the yellow card home to discuss the behaviour.

### ● Parent Signature:

Please sign the card to show you have discussed it with your child.

### ● Return the Card:

The signed card must be returned the next day. The teacher will keep it on file.

### 👉 Important:

Receiving 3 yellow cards in one week = 1 red card.

# Red Cards

Students receive a red card if they display major behaviours which **do not** reflect our school values. These more serious behaviours will result in immediate action and may involve the Principal or Assistant Principal:

- ▶ Aggressive physical behaviour (e.g., punching, kicking, shoving, slapping – including starting or reciprocating physical contact)
- ▶ Continuing to spread rumours after parents have been informed
- ▶ Swearing at an adult
- ▶ Ongoing verbally threatening language after a warning
- ▶ Intentionally damaging another person's property
- ▶ Inappropriate use of technology to deliberately cause harm
- ▶ Ongoing disrespect towards teaching staff after a warning
- ▶ Arguing back or backchatting after a warning
- ▶ Intentional damage to property
- ▶ Theft
- ▶ Repeated breach of school uniform policy after parental contact
- ▶ Any of the behaviours listed above occurring on the bus

<b>Location of Incident</b> (Please circle)			<b>Time of Incident</b> (Please circle)		
Classroom	Library	Music	Before School	1st half lunch	2nd half lunch
Class Line	Basketball Court	Oval	1st half fruit	2nd half fruit	After school
Japanese	Top Playground	Hall	Classroom:		
Undercroft	Toilets		morning block	middle block	afternoon block
Tick rule <u>NOT</u> followed					
<b>SAFE</b> <input type="checkbox"/> Right place, right time, right task <input type="checkbox"/> Making good choices <input type="checkbox"/> Using safe and caring actions		<b>RESPECTFUL</b> <input type="checkbox"/> Speak and act with kindness <input type="checkbox"/> Be a good listener <input type="checkbox"/> Respect our environment <input type="checkbox"/> Take pride in your appearance <input type="checkbox"/> Include others, co-operate and take turns		<b>LEARNER</b> <input type="checkbox"/> Be prepared for learning <input type="checkbox"/> Learn and let others learn <input type="checkbox"/> Challenge yourself <input type="checkbox"/> Do your best <input type="checkbox"/> Learn from your mistakes	
Description of incident:					

## Red Card Process

### ● Discussion with teacher:

Teacher explains to the student the reason(s) for the red card.

### ● Reflection Activity:

During the next break time, your child will complete a reflection sheet with a teacher.

### ● Phone Call/Email to Home:

The teacher will call you to explain the incident, if after 2 attempts he/she is unable to contact you, he/she will send an email to explain the incident.

### ● Take the Card and Reflection Home:

Both the red card and reflection sheet will be sent home.

### ● Parent Signature:

Please sign the red card to acknowledge you have sighted

### ● Return the Card:

The signed red card must be returned the next day.

## Serious Physical Aggression

⚠ If a student physically harms another person, they will be immediately referred to the Principal or Assistant Principal for further discussion and action.

\* Teachers may use their discretion when managing behaviour, depending on the individual context and student needs.