



STUDENT WELFARE GUIDELINES

Preamble: These guidelines are in accord with the **Student Welfare Policy** approved by the School Board in **July 2020**.

Guidelines:

1. The Senior Leadership Team has the responsibility for Student Welfare.
2. Appropriate sections of these Guidelines will be monitored by the Principal and the Senior Leadership Team in consultation with students.

Attendance:

3. The Deputy or Assistant Principal has the responsibility to monitor student attendance and lodge an Attendance Referral if necessary.
4. The Principal will notify the School Board for appropriate action if an attendance issue arises.
5. Adherence to the Education Act 1989 (Sections 20, 25, 31-35 inclusive) is imperative regarding student attendance at school.
6. If required, the Deputy or Assistant Principal will meet with appropriate representatives to discuss student attendance issues.
7. A letter is usually sent home when a student's attendance reaches 80% of a term.
8. Both School PAR's and Community PAR's discuss any attendance concerns and initiate appropriate action where necessary.

Behaviour:

9. The HERO values and PB4L practices guide the behavioural expectations for our school community.
10. All staff are responsible to be aware of and effectively respond to any inappropriate behaviour.
11. Staff are expected to approach inappropriate behaviours in an inquiring and evidenced based way and hold any required conversations privately.
12. The *PB4L* principles and lessons must be followed by all staff.
13. All serious incidents of behaviour must be documented in the pastoral section of EDGE Pupil files.
14. Students with behavioural issues will receive appropriate guidance.
15. The school will maintain an effective committee to oversee our processes and procedures.
16. The school will develop practices of positive discipline through PB4L.

Bullying and/or aggression:

17. Bullying and/or aggression in any form (physical, verbal, emotional, sexual, racial, homophobic and cyber) is not tolerated and students will be encouraged to report any incidents to the school and their parents or caregivers and any report will always be taken seriously.
18. Any case of bullying and/or aggression will be dealt with promptly in a consistent, professional and fair manner

19. All students, parents and caregivers will be assured that they will be supported when bullying and/or aggression is reported.
20. Any student being bullied or hurt will be cared for and placed in a safe environment.
21. Developing interpersonal skills and building a positive classroom environment will reinforce a culture of respect and caring for others. Our HERO values are the cornerstone for this and these methods will be shared with parents and caregivers.
22. Staff will be provided with appropriate training in identifying and reporting on bullying and aggression.
23. The school will continually investigate and implement the most appropriate techniques to enhance physical and emotional safety for students.
24. The Guidelines for Registered Schools in New Zealand on the use of Physical Restraint will be followed if the need arises to use physical restraint on a student.

Strand down/Suspension/Exclusion:

24. Any serious offences, such as defiance, gross misconduct, continuous disobedience, continual failure to abide by school rules, dangerous acts causing serious harm or illegal acts, may involve stand down/suspension procedures which could lead to exclusion.
25. Suspension and exclusion procedures are determined in the Ministry of Education Guidelines Part I and Good Practice Part II (December 2009).

Review: 2023

These Guidelines will be reviewed in accord with the review of the school's Child Protection Policy.