



# OUR LADY OF KĀPITI SCHOOL

*Te Kura o Te Whaea Tapu o Kāpiti*

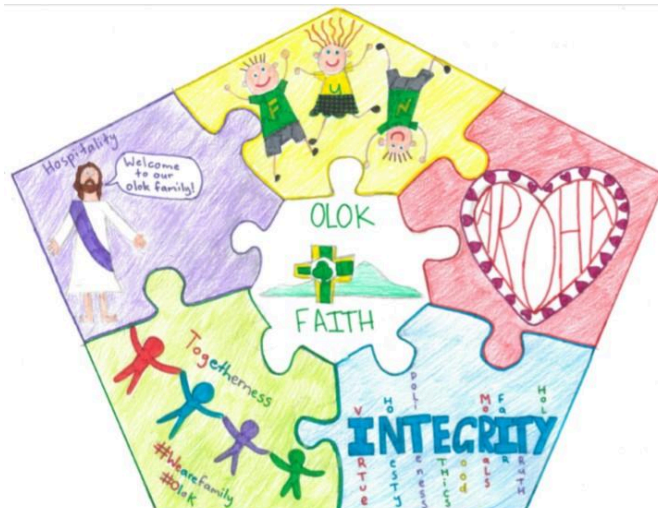
**TO ACHIEVE EXCELLENCE THROUGH EMBRACING THE  
GOSPEL VALUES**

## **BEHAVIOUR MANAGEMENT PLAN 2024**

EXPECTATIONS

GUIDELINES

PROCEDURES



## Our School Vision

*To achieve excellence through embracing the Gospel values.*

## Our Mission Statement

*Educating our children in a Catholic faith environment  
enabling them to achieve excellence in all they do.*

Our desire is to be a school where children can grow and develop in their faith.

We expect our graduating students to be self-motivated, self-managing children who will take their faith, values and love for all learning into adulthood; to become productive, caring and thoughtful citizens adding value to their own and the lives of those around them in the local and wider community.

We expect all those involved in the life of our school community, especially parents, Board members and staff to actively support our vision and mission.

**Our Core Values/Virtues** - *Our school values have been created by staff, students and the school community and link closely with our Charism defined by our founders - The Presentation Sisters. The values embody who we are by embracing our Special Character, actions and our expectations.*

| <b>F</b>   | <b>A</b>  | <b>I</b>  | <b>T</b>  | <b>H</b>   |
|--|---|---|---|--|
| <b>Fun<br/>(Rekareka)</b>                                    | <b>Aroha</b>  | <b>Integrity<br/>(Ngākau pono)</b>  | <b>Togetherness<br/>(Whanaugatanga)</b>   | <b>Hospitality<br/>(Manaakitanga)</b>  |
| <b>Joy, Sense<br/>of Humour,<br/>Laughter,<br/>Enjoyment</b> | <b>Love,<br/>Respect,<br/>Kindness,<br/>Caring and<br/>Showing<br/>Empathy to<br/>Others,</b> | <b>Honesty,<br/>Manners,<br/>Compassion,<br/>Justice,<br/>Fairness,<br/>Virtues</b> | <b>Unity,<br/>Collaboration,<br/>Cooperation,<br/>Inclusive, Spiritual,<br/>Friendship,<br/>Sharing of Ideas/<br/>Knowledge</b> | <b>Welcoming,<br/>Friendly,<br/>Service to the<br/>School, Kind<br/>Hearted, Helpful</b> |

**Fun** - 1 Kings 1:40   **Aroha** - Luke 10:27   **Integrity** - Proverbs 20:7   **Togetherness** -  
1 Peter 3:8   **Hospitality** - Hebrews 13.2

## Purpose of this booklet

This booklet outlines our expectations, guidelines and procedures for managing student behaviour and assisting our students to become self managing and self motivated.

Your support and cooperation in making our school a safe, caring and supportive place is both appreciated and essential.

## General Guidelines

If you have any concerns, especially about things your child is telling you, please take time to check these out with the class teacher.

### Please note: The definition of Bullying:

Bullying is when a person or a group repeatedly and intentionally uses or abuses their power to intimidate, hurt, oppress or damage someone else. It can be verbal, social, psychological or cyber based. Bullying can be physical or emotional.

Children tell parents things for a variety of reasons including,

- something serious has happened that they don't know how to manage or know what to do
- they are learning to develop relationships with other children and feel uncomfortable or anxious because outcomes don't meet their expectations
- they are tired and have become over anxious
- they have been involved in an incident and need to get their side of the story told in the best possible light
- they think they have been treated unfairly
- they don't think a situation has been dealt with

They will often offload on parents

- straight after school when they are tired and hungry
- or at bedtime

Listen carefully and avoid asking too many questions and where possible come back to the topic later.

Incidents of unacceptable behaviour, involving any child, need to be reported.

- Firstly, go to the classroom teacher. Do this as soon as possible so that it can be followed up and dealt with immediately.
- If it is more serious or, if you need to discuss it further, please make an appointment with the Assistant Principal
- If you still feel that the issue has not been resolved please make an appointment with the Principal.
- If the issue continues, you may wish to write a letter to the Board of Trustees.

It is important that adults do not approach other people's children (either in school or out of school) to confront or question them about alleged incidents that have happened at school. Whilst it may be tempting to do so, it is not acceptable and is unsafe for both the adult and child. Our aim as a school community is to have a school and playground that is a safe, happy and positive place for everyone.

## **To achieve excellence through embracing the Gospel values.**

We plan to achieve this in 2022 by celebrating the positive choices and actions students make at school: academically, culturally, physically, socially and spiritually.

### **At Our Lady of Kāpiti we value Excellence.**

Students who:

- give their best in whatever they do.
- give their best in relationships.
- set sensible and realistic goals.

Celebrations of Excellence can include public and/or personal affirmation from a teacher, another staff member or a peer that describes the attitude, behaviour, attribute or outcome. Awards can include;

- Principal's pencils for displaying our school FAITH values
- FAITH cards/draw
- Merit certificates
- Class Excellence Awards 1x a term
- Senior badges awarded at Excellence Assembly 1x a term
- Leadership Cups awarded to from Years 5-8 at the end of the year

Taking a full part in school and parish life is actively encouraged. Opportunities to accept the challenges of leadership are provided in academic, social, sporting, spiritual and cultural forums. Being of service to others is central to our school ethos and our values.

## **Learning about Responsibility**

### **Self Management:**

Children are expected to learn that they are personally responsible for their own actions and behaviour. Choices made determine outcomes and consequences.

### **In the classroom:**

Each class teacher will develop, with the children, clear expectations for how a positive, safe, supportive learning classroom environment will be developed and maintained.

### **In the playground and around the school:**

Each class teacher will regularly spend time with the class reinforcing what acceptable behaviour looks like, sounds like and feels like in and around the school

All these expectations will be based on the school's vision & values, Our Lady of Kāpiti profile and general school rules detailed below.

Rewards and consequences will be clearly explained to the children.

## **Consequences**

The focus will be on 'learning from what went wrong', 'putting things right' and 'accepting the consequences for our own actions'.

### **Year 0-8**

For children who choose not to co-operate or who do not make positive choices in and around the school, in the classroom and playground, the following applies.

- Contact will be made to parents/caregivers.
- Children will be reminded what acceptable behavior, work or actions look like, sound like and feel like. A suitable apology and/or restitution will be made.
- Work may need to be repeated.
- Time out, either in their own classroom or another may occur.
- Time out from the playground may occur.
- A restricted play area may be implemented.
- Walking with a teacher or adult on duty may be required.

If further action is necessary this may include:

- A meeting with parents - teacher to develop a behaviour plan between home and school.
- Involvement by the Senior Team Leader.
- Further referral to the Principal and then the Board of Trustees.

### **Serious misconduct**

In the event that a serious incident occurs, a student of any age, may be fast tracked to the Principal and immediate action taken. If necessary the school's stand down and suspension procedures may be applied.

## **Having a 'FAITH' based school environment**

The school has zero tolerance for disrespect, bullying and deliberately ignoring school rules. This means no -

- Threatening behaviour
- Physical violence
- Swearing
- Name-calling
- Ganging-up or excluding others
- Put downs
- Racist or sexist comments
- Sexual harassment
- Text or internet bullying
- Blasphemy
- Disrespectful behaviour towards staff including back chat and eye rolling

The response using our behaviour management procedures will vary according to the needs of the students involved, both victim and instigator.

## **Our School Guidelines and Expectations**

*Because we follow the footsteps of Jesus who cares for each one of us we want Our Lady of Kāpiti School to be a caring place by,*

- **showing respect for yourself, staff, other students, visitors and property.**
- **following instructions in a positive way.**
- **working hard and playing cooperatively.**
- **avoiding any forms of aggressive behaviour.**
- **using equipment correctly and safely.**
- **staying within designated areas.**

*As the staff of Our Lady of Kāpiti School we are the Face of Christ through our actions and words. We will establish a relationship of respect and trust with our learners by:*

- **Setting clear high expectations of behaviour in the classroom as well as in the school environment and positively reinforcing this throughout the year**
- **Displaying our school FAITH values in the classroom and developing an understanding of what the behaviour looks like in the classroom, playground and in public using our values as a guide**
- **Building a strong relationship with each student and their whānau**
- **Being consistent in the way we deal with students displaying behaviour that is not appropriate**
- **Keeping a consistent voice level in the classroom**
- **Providing a calm, safe and positive classroom environment**
- **Dealing with issues with fairness and with a restorative approach**
- **Notifying families of incidents/consequences as near to the event as possible, when teaching**