



## **STUDENT MANAGEMENT PROCEDURE**

### **RATIONALE:**

To ensure students are organised and managed in a manner that supports and motivates them towards high quality teaching and learning.

### **GUIDELINES:**

- Ensure students are motivated and have programmes that successfully promote learning and stimulation to learn.
- Ensure innovative learning responses to underachievers.
- Identify learning strengths and needs and set priorities in relation to school goals.
- Respond and refocus on learning programme effectiveness. Don't accept the "more-of-the-same" attitude to non-achievement.
- Ensure parents are well informed on student management systems.

### **A. Communication with parents:**

#### **1. Meetings with parents**

Teachers are expected to maintain an open and friendly communication with parents and caregivers. On occasions parents may request a meeting with a teacher. Teachers are expected to make time available to meet with parents as soon as practicable.

2. Where appropriate, other regular forms of communication may be required to ensure a student's needs are being met. The syndicate leader and the Principal should be informed.

#### **3. Notices to parents**

- a. Any notes or requests being sent home to parents must first be cleared with the Principal. Notices should:
  - i) Be worded in a way which is friendly and courteous.
  - ii) Explain things clearly and fully bearing in mind that some parents may be new to the school and some may need more information than others.

- b. Copies of all notices sent from school need to be copied to the Principal and OM.**

#### **4. Parent / Teacher 3-way Conferences**

- a. Senior Student conferences will be held during Term Two involving the student, parents and teacher.
- b. Junior 3-way conferences are held after progress reports are received by parents. These reports will be issued after 20-week intervals (school weeks) close to the start date anniversary of individual children. Each junior child will have two 3-way conferences each year.
- c. 3-way conferences provide a valuable communication between home and school. It is vital that undertakings made during the conferences are followed up as soon as possible.
- d. During the 3-way conference progress and goals for future learning will be discussed.

**5. Non-custodial parents**

- a. When students are enrolled custody is established. Parents will be asked to provide court documents to confirm custody arrangements.
- b. Should custody change during a student's time at school the Principal, class teacher and the office are to be informed.
- c. Details of custody arrangements are recorded on Etap by the Office Manager. Where access is a sensitive issue the information will be stored in Etap in the "sensitive" section which does not allow general access.

Staff are to be informed as appropriate.

- d. The Principal is to be informed immediately if any staff member is aware of an issue of access.
- e. Non-custodial parent enquiries about children are to be addressed through the Principal, who will contact the legal custodian if appropriate.
- f. Duplicate reports and newsletters will be provided to non-custodial parents on request.

**6. Dealing with complaints from parents**

- a. All classroom related complaints will be directed to the classroom teacher first.
- b. On any occasion where a parent approaches a teacher with a complaint, the details of the complaint should be recorded and dated regardless of the gravity of the complaint. Teachers are expected to respond promptly to any complaint made by a parent.
- c. Teachers should outline to parents the steps they intend to take to remedy concerns and notify the Principal if appropriate.
- d. Any complaints of a serious nature should be directed to the Principal immediately, referring to the school Complaints Procedure.

**B.**

**1. Class Discipline**

- a. Teachers are expected to cope with the usual day to day problems that arise in their classrooms. The school-wide class discipline plan will usually deal with these concerns.
- b. If teachers are concerned about misbehaviour or serious breaches of discipline, they should firstly discuss this with the child’s parents.
- c. If the situation is not resolved they should discuss this with the Principal. Action taken may include talking to the pupil, talking to their parents, referring the matter on to the RTLB or other community agency. It is expected that staff support each other with challenging students. A collegial approach is expected.

**2. Class Discipline Plans**

- a. There is a school-wide discipline plan. This plan will focus on positive behaviour and includes consequences for inappropriate behaviour.

**3. Time Out**

- a. Teachers are responsible for supervising any time out they provide for children under their care.

**4. Sending students home**

- a. Teachers are **not permitted** to send students home except under special circumstances. Special circumstances include illness or injury, and arrangements with the parent for the student to attend a special appointment. In all other circumstances students are not permitted to leave the school grounds until 3 pm.
- b. In all cases the Administration Officer (AO) must be informed.

**EQUAL EDUCATIONAL OPPORTUNITIES**

The school is committed to a nonsexist and non-racist curriculum (as required by *National Curriculum Guidelines*), so that no student is disadvantaged by other students, parents or staff because of gender, religious, ethnic, cultural, social or family background.

**Review Responsibility: *Principal & Teachers***

**Date Confirmed:** .....

**Principal:** .....