



STUDENT EXPECTATIONS BEHAVIOUR MANAGEMENT POLICY

OUTCOME STATEMENT

Wesley College promotes a safeguarding culture where the care and protection of students is prioritised and a positive learning environment is created.

SCOPING

This policy aims to ensure that the school is compliant with all relevant legislation that relates to behaviour management, including but not limited to the Human Rights Act, Education and Training Act 2020, Education (surrender, retention and search) Rules 2013, Harmful Digital Communications Act 2015, Vulnerable Childrens Act, Health & Safety Act.

In addition we aim to provide a framework upon which staff and systems can effectively promote positive behaviour and respect, reduce the incidents of bullying and attempt to ensure that students have a safe and secure learning environment. The school has adopted the school wide aspect of the positive behaviour for learning framework where we place an emphasis on teaching and reinforcing correct behaviour.

DELEGATIONS

The ultimate school authority on discipline rests, by law, with the School Board. In practice, the daily authority will rest with the principal, SLT and the teachers.

EXPECTATIONS AND LIMITATIONS

We expect our students, staff and the wider school community to maintain high standards of conduct and to model positive behaviour for students.

PROCEDURE

1. The principal and teachers will teach and reinforce to students expected standards of the school and regularly acknowledge students when they comply.
2. The Student and Whaanau Information and Expectations booklet will be updated annually by the DP Pastoral in consultation with staff, students and whaanau.
3. Students, whaanau and staff will adhere to the procedural aspects around behaviour management as detailed in appropriate school communications including, but not limited to, Student and Whaanau Information and Expectations booklet, Code of Conduct, website, enrolment forms, etc.
4. Teaching staff will be informed of a range of suitable strategies to promote positive behaviours by students. Staff will be supported in their efforts to maintain a safe, positive, well-behaved school.
5. The school's pastoral care network and other support people and agencies will be used to support positive student behaviour and to work towards any improvement.
6. In minor behaviour management situations, it may be unnecessary to advise parents of a situation; however the school will make every attempt contact a parent if any pattern of unacceptable behaviour develops.
7. The process of surrender and retention of students' property and searches of students will comply with the rules and guidelines produced by the Ministry of Education.
8. The senior leadership members are the only teachers at the school who have the authority to conduct a search of a student or their belongings.
9. The school will follow all rules as detailed by NetSafe with regard to any harmful digital communication
10. The principal will give priority to student and staff safety when considering options available when this safety may be compromised.

11. The board will establish a disciplinary committee to deal with any matter or suspension referred to the board.
12. The principal has the authority to suspend students should it be required. Should the principal for any reason not be at school, the schedule of delegations will be followed. The principal, associate principal and deputy principals have the authority to stand down students.
13. The penalty of suspension or stand-down will be used
 - a. when it is believed that a student has not responded to previous efforts or has exhibited continual disobedience
 - b. as an immediate penalty in cases the principal deems to be gross misconduct.
14. In instances of serious school misconduct, including but not limited to, physical abuse, the police will be notified.

STUDENT CODE OF CONDUCT

To have a positive, caring and respectful learning environment we expect students to live up to our School Motto and our Kairangi Values by:

- Respecting themselves
- Showing care and respect for others and for our Christian values and Methodist ethos
- Giving their best effort in all aspects of school life
- Wearing their uniform correctly and with pride
- Respecting and caring for our environment
- Doing the right thing, in the right place, at the right time
- Using their manners and being courteous
- Keeping themselves and others safe both physically and online
- Understanding and respecting our school rules including the phones 'Away for the Day' rules

STUDENT DISCIPLINE STAND-DOWN AND SUSPENSION PROCEDURES

PURPOSE

To provide the Principal, the Board and the parent or legal guardian with clear stand-down and suspensions procedures for students.

The Guidance Counsellor, Chaplain and Pou Manaaki are available to support the student if any of the following provisions are implemented.

Schedule 1 – Provisions for stand-down

Notice requirements for standing down a student

1. Immediately after a student is stood-down, the principal will advise a parent or legal guardian and the residential caregiver of the student:
 - (a) that the student has been stood-down; and
 - (b) the reasons for the principal's decision; and
 - (c) the period for which the student has been stood-down.

Stand-down period

2. A stand-down may be for one or more specified periods, and the principal may lift the stand-down at any time before it is due to expire.

A students attendance while the student is on stand-down

3. If a student has been stood-down, then the student does not have to, and is not permitted to, attend the school while stood-down, however—
 - (a) the Principal may require the student to attend the school if the Principal reasonably considers the student’s attendance is appropriate:
 - (b) the Principal may allow the student to attend the school if the student’s parents request that the student be permitted to attend the school and the Principal considers the request is reasonable:

Board meeting concerning stand-down

4. A Principal who has stood-down a student may arrange a stand-down meeting.
5. A Principal who, having stood-down a student, is asked by the student or a parent or legal guardian of the student for a stand-down meeting
 - (a) will arrange a meeting; and
 - (b) be available for the meeting as soon as is practicable for the student, the parent or legal guardian, and the Principal.
6. As a consequence of a stand-down meeting, if the Principal is satisfied that there are no reasonable grounds for the stand-down the Principal will—
 - (a) ensure that the stand-down is withdrawn; and
 - (b) ensure that the student, and anyone told of the stand-down under paragraph 1, is told that the stand-down has been withdrawn.

Schedule 2 – Provisions for suspension

Notice requirements for suspending a student

1. If the student has been suspended then the Principal will, immediately after the student is suspended, advise the board, the parent or legal guardian and/or caregiver of the student—
 - (a) that the student has been suspended; and
 - (b) the reasons for the Principal’s decision.

A students attendance while on suspension

2. If the student has been suspended, then the student does not have to, and is not permitted to, attend the school while suspended, however -
 - (a) the Principal may allow the student to attend the school if the Principal reasonably considers the student’s attendance is appropriate:
 - (b) the Principal may allow the student to attend the school if the student’s parents request that the student be permitted to attend the school and the Principal considers the request is reasonable.

Board meeting concerning suspension

3. The board will ensure the discipline meeting is held in accordance with the principles of natural justice.

4. If the student has been suspended, the student's parents, legal guardian/caregiver, and their representatives are entitled to attend a meeting of the board and speak at that meeting, and to have their views considered by the board before it decides whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment.
5. The board will ensure that a student who has been suspended, and the student's parents or legal guardians are given the following as soon as practicable after the suspension:
 - (a) written notice of the time and place of the suspension meeting; and
 - (b) written information about the options available to the board under paragraph 3 to deal with the suspension at the suspension meeting.
6. The board will ensure that the following material is given (in writing) to the student and the student's parents or legal guardian within the time specified in paragraph 6:
 - (a) information on the procedures the board follows at suspension meetings; and
 - (b) advice that the student's parents, legal guardians or representative may attend the meeting and speak at it about the suspension; and
 - (c) information contained in the following material that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
 - (i) the Principal's report to the board on the suspension; and
 - (ii) any other material about the suspension to be presented by the Principal or the board at the meeting.
7. The material referred to in paragraph 5 must be given to the student's parents, legal guardian, or representatives in time to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Adjournments to consider new information

8. The board will adjourn a suspension meeting if the student, a parent or legal guardian of the student, or any member of the board asks the board to do so if the person making the request needs time to consider new information, being any information—
 - (a) that is referred to at the suspension meeting; and
 - (b) that is either—
 - (i) information that was not given, under paragraph 5, to the person making the request; or
 - (ii) information that is new to the person making the request for some other reason.
9. In deciding on the period of the adjournment, the board must have regard to the amount of time that the person making the request needs, in that person's particular circumstances, to consider the information.

Board's decision at suspension meeting

10. Before deciding at a suspension meeting whether to lift or extend the suspension or exclude the student and terminate the contract of enrolment, the board must—
 - (a) have due regard for all the circumstance relevant to the suspension; and
 - (b) consider each option available to it.
11. The board may—

- (a) require the Principal, the student, the student's parents or legal guardian, any representative of the student, and any representative of the parents or legal guardian to withdraw from the meeting while the board makes its decision; or
 - (b) ask the Principal, the student, the student's parents or legal guardian, and any representatives of the student and the parents or legal guardian to stay at the meeting while the board makes its decision.
12. Before making its decision, the board may try to get all the parties at the meeting to agree on what the decision should be.
13. The board must record its decision, and the reasons for it, in writing.

Board's powers when student suspended

14. If a student has been suspended, the board may—
- (a) lift the suspension at any time before it expires, either unconditionally or subject to any reasonable conditions the board wants to make:
 - (b) extend the suspension conditionally for a reasonable period determined by the board when extending the suspension, in which case paragraph 14 applies:
 - (c) if the circumstances of the case justify the most serious response, exclude the student from the school and terminate the contract of enrolment.
15. If the board extends a suspension conditionally, the board may impose reasonable conditions aimed at facilitating the return of the student to school and will take appropriate steps to facilitate the return of the student to school.
16. If a student fails to comply with any condition imposed under this paragraph in respect of the lifting or extension of the suspension, the principal may request the board to reconsider the matter and the board may confirm or reverse its earlier decisions or may modify its earlier decisions by taking any action specified in paragraph 13 (a) to (c).
17. If the board has not sooner lifted or extended the suspension or excluded the student under paragraph 13(c) and terminated the contract of enrolment, the suspension ceases to have effect—
- (a) at the close of the 7th school day after the day of the suspension; or
 - (b) if the suspension occurs within 7 school days before the end of a term, at the close of the 10th calendar day after the day of the suspension.

Extended suspension

18. The board will monitor the progress of the suspended student by ensuring that it receives, at each regular board meeting after the suspension, a written report on whether the student is meeting the conditions imposed and progressing with any educational programme provided.
19. The principal must ensure that the student and a parent of the Student are given a copy of any such report as soon as practicable.

Student failing to comply with conditions

20. If the board agrees to a request made by the principal under paragraph 15, the board must hold a reconsideration meeting about the student's case.

21. The meeting must be held—
- (a) within 7 school days of the request; or
 - (b) if the request is made within 7 school days of the end of term, within 10 calendar days of the request.

Information about reconsideration meeting

22. If the Principal makes a request under paragraph 15 that the board reconsider the suspension then the board will ensure that the student, and a parent or legal guardian of the student is given written notice of the time and place of the reconsideration meeting as soon as practicable after the board decides to hold the meeting.
23. The board will ensure that the following material is given, in writing, to the student and the parent within the time described in paragraph 23:
- (a) information on the procedures the board follows at reconsideration meetings; and
 - (b) advice that the student, a parent or guardian or representative may attend the meeting and speak at it about the reconsideration of the suspension; and
 - (c) information that, in the board's opinion, it would have no ground to withhold if the student made a request under the Privacy Act 1993 for:
 - (i) the Principal's report to the board on the reconsideration of the suspension; and
 - (ii) any other material about the reconsideration of the suspension to be presented by the Principal or the board at the meeting.
24. The material must be given to the student and the parent at a time that enables it to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

SUPPORTING DOCUMENTATION

[Student Expectations and Information](#)

[Stand-downs, suspensions, exclusions and expulsions guidelines](#)

[Guidelines for the surrender and retention of property and searches](#)

[Phones Away for the Day](#)

LEGISLATION

[Education and Training Act 2020](#)

[Education \(Surrender, Retention, and Search\) Rules 2013](#)

The Wesley College School Board approved this policy May 2024.
This policy will be reviewed on / before the May meeting 2027.

PRESIDING MEMBER

23 May 2024
DATE