



Wealth In Wisdom

Show Respect, Positive **A**ttitude, **F**ollow Directions, **E**ngage in Learning



# West End Primary School

## School Behaviour Policy

Wealth In Wisdom

Show Respect, Positive **A**ttitude, **F**ollow Directions, **E**ngage in Learning

School's Behaviour Policy

*West End Primary School*

Approved and adopted: *September 2021*

This policy has been developed and implemented in consultation with the whole school community including students, parents/guardians, staff, Department of Education Services (DES) representatives and partner agencies.

Review Date: *September 2022*

**SIGNATURES**

Student (via the Student Council): .....

Parent (via the PTA): .....

DES Senior School Improvement Officer: .....

School Leader: .....

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## 1. Introduction

Students at **West End Primary School** have rights and privileges as well as responsibilities. While the school has an obligation to provide an education for all its students, the School Leader and staff have an expectation that students conduct themselves in a way that is respectful, responsible and supportive of the school's positive learning environment. Students, parents, teachers, school management, and the wider community have contributed to the development of this School Behaviour Policy, which states our expected standards in relation to appropriate and responsible student behaviour. This policy is intended to inform staff, students and parents of the expectations, procedures and protocols for promoting positive behaviour and dealing with negative behaviour within **West End Primary School**.

## 2. Policy statement

At **West End Primary School**, we believe that all members of the school community deserve a welcoming, supportive, respectful and inclusive learning environment, which promotes **being SAFE**, well-being and the right to learn. In particular at **West End Primary School**, we realise our responsibility to provide a social learning context that is significant in influencing positive student behaviour and encourages individuals to accept responsibility for their own behaviour. This School Behaviour Policy provides a framework for such learning. Teachers encourage appropriate behaviour by teaching, guiding, directing, and providing opportunities for new learning to occur.

## 3. Rationale and purpose

This policy has been drawn up in accordance with the Education Law, 2016 and associated regulations. This policy also takes into account the Ministry of Education guidance relating to student behaviour and discipline.

The purpose of the policy is to:

1. Highlight expected, appropriate and respectful student behaviours.
2. Describe positive behaviours and associated rewards and incentives.
3. Describe violations of the School Behaviour Policy and associated interventions and consequences that may be enforced.
4. Outline the responsibilities of students.

The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective, and instructive strategies can be implemented in every classroom. Equally important to sharing what is expected of students is that school policies and practices support character development, the development of self-control and positive behaviour choices. Thus ensuring teachers can teach and students can learn. As a result, students, staff, and parents all benefit.

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#### 4. Student Code of Conduct

The expectations for students at **West End Primary School** are to **be SAFE (Show respect, positive Attitude, Follow Attitude, Engage in Learning)**

As a student I will.....

##### **Respect self and others by:**

- Following school rules.
- Listening to members of staff or responsible students and following instructions politely and calmly.
- Being polite to **everyone** and treat all people as I want to be treated.
- Telling the truth and admitting to things I have done.
- Working with others in positive ways.
- Refrain from swearing or insulting a member of staff, visitor or student.
- Being respectful, positive and considerate of others.
- Never rushing, fighting or play-fighting.
- Listening when others are speaking to me

##### **Be responsible by:**

- Following rules about safety.
- Never touching other people's property and treating their belongings with respect.
- Helping keep classrooms pleasant, clean and tidy.
- Never dropping litter and always placing litter in the garbage bins.

##### **Respect the policies of the school by:**

- Being on time for school and all my lessons.
- Only eating in the dining area or designated places.
- Making healthy food choices.
- Remaining on school grounds unless I have permission to leave school.
- Dressing in the correct school uniform at all times.
- Remembering to leave chewing gum at home as it is not allowed on school premises.
- Leaving my cell phone and other electronic devices at home.
- Placing litter in the garbage bin

##### **Achieve by:**

- Making learning my priority and coming to school prepared to work.
- Doing my schoolwork to the best of my ability.
- Bringing all the equipment necessary for school.
- Being an active learner by participating in class activities and discussions.
- Always recording homework in my planner and complete homework on time.

## 5. Tiered Levels of rewards and sanctions

**As with any incident of student behaviour, school staff must exercise informed judgment about whether a student’s actions constitute a reward or sanction in relation to the Student Code of Conduct. The tiered responses shown in table 1 and 2 provide guidance to school staff in the use of progressive interventions, both positive and negative, to change student behaviours. School staff always have the option to use an intervention from a lower level as long as one from the prescribed level is also employed.**

Repeated chronic or cumulative offenses may require a higher tier of sanction and a referral may be made to supporting agencies. Serious violations of the Code of Conduct will result in immediate sanctions at a higher tier.

**Table 1: Tiered Rewards**

TIER	OPTION
<b>1</b>	<p><i><b>Tier 1 Rewards.</b> Teachers/staff use the following rewards to recognise and reinforce positive behaviour, effort and achievement/success in and around the classroom.</i></p> <ul style="list-style-type: none"> <li>● Verbal praise</li> <li>● Display students work</li> <li>● Classroom privileges</li> <li>● Positive Behaviour Points - SIMS</li> </ul>
<b>2</b>	<p><i><b>Tier 2 Rewards.</b> Appropriate when students have made extra effort and or behaved in a way which requires extra recognition. Tier two rewards may also be cumulative as a result of a pre-agreed number of tier 1 rewards. Tier 2 rewards are generally recognised through academy activities.</i></p> <ul style="list-style-type: none"> <li>● Additional responsibilities i.e. in class and around school</li> <li>● Post card, letter and/or certificate to parents</li> <li>● Text, email, phone call to parents.</li> <li>● Weekly/monthly assembly recognition</li> </ul>
<b>3</b>	<p><i><b>Tier 3 Rewards.</b> Appropriate when students have made an exceptional contribution to the school, have achieved something outstanding or need recognition for services to the wider community. Tier 3 rewards may also be cumulative as a result of a pre-agreed number of tier 2 rewards. Tier 3 rewards are generally recognised through whole school celebrations or national press releases.</i></p> <ul style="list-style-type: none"> <li>● School Achievement Board</li> <li>● Whole school recognition badges</li> <li>● Termly/yearly prize draw for high achievers</li> <li>● Principal / Deputy Principal letters, reports home</li> <li>● School trips/parties for groups of students</li> <li>● Dress down passes</li> <li>● Whole school awards for attendance, most improved, effort and conduct</li> </ul>

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**Table 2: Tiered Behaviours and Sanctions (in line with SIMS)**

<b>Level</b> <b>1</b>	<b>Responsibility:</b> Teacher- Use the following interventions to help students manage behaviour in the classroom. Teachers to record offence and sanction taken in lesson monitor comments (SIMS). If offence becomes a MAJOR due to intensity or frequency then intervene student and inform/refer on to SLT using referral form.
<b>MINOR or MAJOR Offence</b>	<ul style="list-style-type: none"> <li>● Inappropriate behaviours in class and / or around school i.e. not in-line with the School Rules.</li> <li>● Inappropriate behaviours that can be easily dealt with by the class teacher in their day-to-day teaching and do not require intervention from the school's Leadership Team.</li> </ul>
<b>Action Taken</b>	<ul style="list-style-type: none"> <li>● Written reflection about incident</li> <li>● Letter of apology</li> <li>● Loss of privileges</li> <li>● Restorative approach - reinforcement of appropriate behaviours</li> <li>● In-class time-out</li> <li>● Seat change</li> <li>● Teacher to contact parent</li> <li>● Confiscation of prohibited items</li> <li>● Teacher detention</li> </ul>
<b>2</b>	<b>Responsibility:</b> Teacher can deal with behaviour but must also inform/refer to SLT. Teachers to record offence in SIMS and forward on to SLT.
<b>MAJOR Offence</b>	<ul style="list-style-type: none"> <li>● All Tier I MINOR offences that become MAJOR due to intensity or frequency, or have not been resolved.</li> <li>● Any behaviour that the teacher doesn't feel they can deal with on their own.</li> <li>● Behaviour incidents that need to be brought to the attention of a member of the school's leadership team.</li> </ul>
<b>Action Taken</b>	<p style="text-align: center;"><b>All of tier 1 Sanctions</b></p> <ul style="list-style-type: none"> <li>● Referral to Deputy Principal (if needed)</li> <li>● Parent/guardian notification required</li> <li>● Teacher Action LSP - Behaviour target(s)</li> <li>● Teacher conference with student</li> <li>● Daily report</li> <li>● Referral to school counsellor                             <ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Peer mediation</li> </ul> </li> <li>● In school detention</li> <li>● In school exclusion</li> <li>● Home / School Contract</li> </ul>
<b>3</b>	<b>Responsibility:</b> Teacher/SLT - Teacher to intervene with student and inform and/or refer on to SMT using SIMS
<b>MAJOR Offence</b>	<ul style="list-style-type: none"> <li>● Tier 1 and 2 offences are repeated, are of a more serious nature or have not been resolved.</li> <li>● Serious behaviour incident that caused (or had the potential to cause) injury or harm to another students / adult and / or damage to property.</li> <li>● A behaviour incident that caused (or had the potential to cause) a significant disruption to the running of the lesson, class or school, especially where linked to 'health and safety' e.g. setting of the fire alarms without good cause.</li> </ul>
<b>Action Taken</b>	<p style="text-align: center;"><b>All of tier 1 and 2 sanctions</b></p> <ul style="list-style-type: none"> <li>● Mandatory referral to Deputy Principal</li> <li>● Referral to Behaviour Support Services / SBST – Possible 'School Action / School Action +' on ALN Register</li> <li>● Alternative school-based programme</li> <li>● Exclusion (1-3 days)</li> </ul>

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## **6. Sanctions and disciplinary action**

There is a clearly defined process for issuing sanctions in this school. Where possible students are issued with a warning to enable them to rectify their behaviour although there may be times, if the nature of their behaviour is so serious, that more than a warning is warranted. The school uses a wide range of consequences for poor behaviour which are outlined in more detail below.

### **Teacher's Break Time/ Lunch Time Detention**

For misdemeanours, teachers may issue a formal detention for some of the student's break or lunchtime. Such detentions are logged on SIMS and the Deputy Principal informed.

### **Teacher's After School Detention**

For more serious misbehaviour a teacher may set up an after-school detention of up to one hour, which may be supported by a senior member of staff. Such detentions are logged on SIMS and the Deputy Principal informed.

### **School Leaders Detention**

School Leaders Detention is reserved for more serious offences, for students who are repeatedly offending or for students that are refusing other sanctions. The School Leaders Detention takes place after school on a Friday. A School Leaders Detention may also form part of a restorative solution as an alternative to a fixed-term exclusion and may involve some type of community service.

### **Withdrawal**

Refers to incidents where a student has been withdrawn from normal classroom lessons for up to one day. This disciplinary consequence is usually used where a student needs a 'cool down' or have a 'reflective' period outside of the classroom.

### **Internal Suspension**

Refers to a disciplinary penalty where a student is formally placed in a designated area within the school for between one (1) and three (3) consecutive days and is supervised by a member of staff.

### **Exclusion**

Refers to a disciplinary penalty where a student is removed from school for a fixed period of time. .

### **Expulsion**

Refers to a disciplinary penalty where a student is permanently excluded and cannot return to their registered school.

**Note:** Further information on Suspension, Exclusion and expulsion can be found in the Ministry of Education Document – *'Guidance on the Suspension, Exclusion and Expulsion of Students'*



## **7. Searching, screening and confiscation**

The school follows the legislation and Ministry of Education advice when confiscating items from students, which is outlined in their document “Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017 (A copy of this document is available from the school on request or to download from the Ministry website). The following items are what are termed ‘Prohibited Items’ and their presence on school premises or if found on an individual student will lead to the highest sanctions and consequences:

- Knives
- Firearms/weapons
- Illegal drugs and drug paraphernalia
- Alcohol
- Fireworks
- Tobacco, cigarette papers and or e-cigarettes
- Pornographic images
- Stolen items
- Any article that the member of staff (or other authorised person) reasonably suspects has been, or is likely to be, used:
  - i) to commit an offence,
  - ii) to cause personal injury to, or damage to the property of, any person (including the student)

School Leaders and authorised staff can also search for any item banned by the school rules, which has been identified in the rules as an item which may be searched for. The following are items which are banned by the school under the Student Behaviour and Discipline Policy (please add/amend these)

- Cell phones and other personal electronic devices.
- Jewellery not in accordance with the school uniform policy.
- Lighters or matches

The school will confiscate any electronic items being used on the premises such as mobile phones, MP3 players etc. Staff in this school have the right to confiscate and search any media which they “reasonably suspect” is being used to bully or otherwise cause an individual harm.

Students wearing any accessories or jewellery which do not follow the school uniform policy can expect to have these items confiscated. Any confiscated items will be logged and made available for collection at the end of the school day. Where a student repeatedly breaks the rules, they may be asked to hand in items at the beginning of each day to reduce unnecessary time wasting for teachers. For repeated offences of this nature, parents will be asked to collect confiscated items or the items may be kept for the whole term. Where items are not collected, the school will dispose of them at the end of each term.

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Where items are 'prohibited' as outlined above, these will not be returned to students and will be disposed of by the school according to the Ministry and statutory guidance 'Searching, Screening and Confiscation – Advice for School Leaders and Staff'. Students must not bring any of the items listed above on to school premises. The school will automatically confiscate any of the 'prohibited' items and staff have the power to search students **without** their consent for such items. There will be severe penalties for students found to have 'prohibited' items in school. In certain circumstances this may lead to exclusion and criminal charges being sought

## **8. Home School Agreements**

**West End Primary School** publishes, on a yearly basis, a home-school agreement and associated parental declaration. A home-school agreement is a statement explaining:

- The school's aims and values
- The school's responsibilities towards its students who are of compulsory school age.
- The responsibility of each student's parents, and what the school expects of its students

At **West End Primary School**, we take reasonable steps to ensure that all parents of students registered at the school sign the parental declaration to indicate that they understand and accept the contents of the agreement.

## **9. Student conduct and misbehaviour outside of school**

### **What the law allows**

In line with the Education Law (2016) teachers at **West End Primary School** have a statutory power to discipline students for misbehaving outside of the school premises and the School Leader has a specific statutory power to regulate students' behaviour in these circumstances.

At **West End Primary School** teachers may discipline a student for:

- any misbehaviour when the child is:
  - taking part in any school-organised or school-related activity; or
  - travelling to or from school

### **Out of School Behaviour**

This school is committed to ensuring our students act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport (including public transport) to and from school and educational visits
- Good behaviour on the way to and from school.
- Positive behaviour which does not threaten the health, safety or welfare of our students, staff, volunteers or members of the public.
- Protection for individual staff and students from harmful conduct by students of the school when not on the school site.

The same behaviour expectations for students on the school premises apply to off-site behaviour.

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#### **Sanctions and disciplinary action – Off-site behaviour**

Sanctions may be given for poor behaviour off the school premises which undermines any of the above expectations and has been witnessed by school staff (including Bus Wardens and Drivers) regardless of whether or not it is an activity supervised directly by those staff.

Sanctions may be in the form of detentions, internal suspension or fixed-term exclusion. In issuing sanctions, the following will be taken into account:

- The severity of the misbehaviour.
- The extent to which the reputation of the school has been affected.
- Whether students were directly identifiable as being members of the school.
- The extent to which the behaviour in question could have repercussions for the orderly running of the school and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of staff).
- Whether the misbehaviour was whilst the student was participating in a sports event (and in any situation where the student is acting as an ambassador for the school) which might affect the chances or opportunities being offered to other students in the future.

#### **Exclusions for charge related incidents out of school**

In line with the Education Regulations (2017) the School Leader may ask the **DoDES** to consider exclusion when a student is charged with an offence and that the School Leader is reasonably satisfied it would not be in the best interests of other students or of staff, for the student to attend the school while the charge is pending.

## **10. Gang related activity**

At **West End Primary School** gang related activity is prohibited and sanctions may be enforced and/or police action may be requested under the following circumstances:

- a. Wearing, possessing, using, distributing, displaying, any clothing, jewellery, badge, symbol, sign, or other item which evidences or reflects membership in or affiliation with any gang.
- b. Carrying out any act which furthers the interests of any gang, gang like activity, or act of violence, including but not limited to:
  - (1) encouraging membership in a gang;
  - (2) requesting any person to pay for protection or otherwise intimidating or threatening any person;
  - (3) committing or inciting criminal acts or violation of school policies;
  - (4) encouraging other students to engage in physical violence against any other person;
  - (5) engaging in any act, either verbal or nonverbal, including gestures handshakes, slogans, drawings, etc. showing membership or affiliation with any gang;
  - (6) challenging or provoking fights, flashing colours, verbal remarks, etc.;
  - (7) marking or defacing school property with messages, symbols, or slogans that may signify gang affiliation;
  - (8) displaying gang apparel, signs, symbols, or slogans on personal property;
  - (9) engaging in physical confrontations where one or more persons confront another individual or group; and
  - (10) using electronic devices such as cell phones, or computers to communicate gang activities while on school property.

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## **11. Cell phone or other electronic devices**

At **West End Primary School** cell phones and other electronic devices are **not permitted**. Any cell phone or other electronic device that is found in school will be confiscated and returned at the end of the school day. Repeated offences may result in the phone being returned to the parent at the end of the week or term. The refusal to hand over a phone or any other electronic equipment will be considered a serious breach of the School Behaviour Policy and will result in sanctions being taken.

The school will take reasonable measures to secure any electronic equipment that has been confiscated, however it will not be held responsible in the event that a phone is stolen, damaged accidentally or damaged due to fire or other natural hazards.

In exceptional circumstances, the School Leader may make an arrangement with a parent/ carer for a student to bring a cell phone to school and leave it with a designated adult. Any of the following will be considered as a serious breach of the Student Code of Conduct and may result in Police action:

- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, swimming pools and changing rooms and similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or sending inappropriate messages or posts to social networking or blogging sites.
- Using cell phones outside school hours to intimidate or upset staff and students.

## **12. Classroom Rules**

At **West End Primary School**, we believe that establishing good classroom discipline is essential in promoting a positive learning environment where students can experience success and reach their potential. Every child should feel that the classroom environment is safe and secure, free from all threats of physical or emotional harm. In addition, it is important that each child learn to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently.

In order to promote a positive learning environment, each classroom will have 3 or 4 rules, and expectations and routines, which will develop the idea that classrooms are a community with the common purpose of learning and reinforce being SAFE. Our classroom routines will set high expectations of positive behaviour choices and

- Keep control of the environment
- Provide structure in the classroom
- Provide the students with a safe and positive learning environment
- Keep inappropriate behaviours from occurring
- Provide students with consistent procedures and routines

### **13. The use of reasonable force**

In order to maintain the safety and welfare of our students, it may sometimes be necessary to use reasonable force on a student, as permitted by the Education Law, 2016. At **West End Primary School** we have taken account of advice provided by the Ministry of Education Guidance 'Physical Interventions in Schools' and have instructed our staff on their legal powers in relation to using physical interventions with students.

Any use of force **by West End Primary School** staff will be reasonable, lawful and proportionate to the circumstances of the incident and the seriousness of the behaviour (or the consequences it is intended to prevent). Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result and in order to prevent a student from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its students, whether that behaviour occurs in a classroom or elsewhere.

At **West End Primary School** any physical intervention by staff will be in line with our School Physical Intervention Policy.

#### **Action as a result of Self-defence or in an emergency**

All staff including teaching assistants, admin staff and security staff have the right under Common Law to defend themselves from attack, providing they do not use a disproportionate degree of force to do so. Similarly in an emergency, if for example, a student was at immediate risk of injury or at the point of inflicting injury on themselves or someone else, any member of staff is entitled to intervene.

### **14. Bullying**

**In the Cayman Islands, "bullying" means any repeated conduct by a student where the conduct is intended by that student to have the effect of, or that student ought to know that the conduct would likely have the effect of:**

- a. causing physical, emotional, psychological or social harm to another student;
- b. placing another student in reasonable fear of physical, emotional, psychological or social harm;
- c. placing another student in reasonable fear of damage to that student's property;
- d. creating an intimidating, threatening, hostile or abusive educational environment for another student;
- e. disrupting the academic progress of another student;
- f. damaging the reputation of another student; or
- g. infringing on the rights of another student to participate in school activities;

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**West End Primary School** endeavours to comply with the Ministry of Education requirements placed on schools and our Anti Bullying Policy outlines detailed procedures and protocols to 'encourage good behaviour and respect for others on the part of students and in particular preventing all forms of bullying among students'.

**Cyber Bullying** (using mobile phones, internet sites and chat rooms)

Technology can be exploited by students in order to bully or embarrass fellow students or members of staff. The use of defamatory or intimidating messages / images inside or outside of school will not be tolerated and confiscation, disciplinary sanctions / restorative justice procedures will be applied to perpetrators as appropriate.

### **15. Behaviour of parents/guardians and other visitors to the school**

**West End Primary School** encourages close links with parents/guardians and the community. We believe that students benefit when the relationship between home and school is a positive one. "While the vast majority of parents, guardians and others visiting our school are keen to partner with us and are supportive of the school, in those instances wherein there is a negative attitude, it is unacceptable for it to be expressed aggressively, with threatening behavior, or in the form of written, verbal and/or physical abuse towards a member of the school community."

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. When formulating our procedures, reference was made to the Education Law (2016) and the Ministry of Education Complaints Policy. A poster indicating that such negative behaviour is not acceptable is displayed in the school reception area.

#### **Types of behaviour that are considered serious and unacceptable**

The following list outlines the types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting and or swearing either in person or over the telephone.
- Speaking in an aggressive/threatening tone.
- Physical intimidation e.g. standing very close to her/him.
- The use of aggressive hand gestures/exaggerated movements.
- Physical threats.
- Shaking or holding a fist towards another person.
- Pushing.
- Hitting, e.g. slapping, punching or kicking.
- Spitting.
- Racist or sexist comments.
- Sending inappropriate or abusive e-mails to school staff or to the general school e-mail address
- Publishing or posting derogatory or inappropriate comments which relate to the school, its students or staff/volunteers on a social networking site

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- Breaking the school's security procedures

#### **Procedures for dealing with unacceptable behaviour**

When a parent/guardian or member of the public behaves in an unacceptable way during a telephone conversation, staff at the school have the right to terminate the call. The incident will be reported by staff to the Senior Leadership Team. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to verbal abuse. The school may warn the aggressor and/or contact the police.

When any parent/carer or visitor behaves in an unacceptable way in person towards a member of the school staff a member of the Senior Management Team will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedure should be followed. Where all procedures have been exhausted, and aggression or intimidation continues, or where there is an extreme act of violence, the discussion will be terminated and the visitor will be asked to leave the school immediately. As it is also an offence under the Education Law (2016) for any person (including a parent) to cause a nuisance or disturbance on school premises and the police will be called if necessary. If it has been determined that an offence has been committed then the perpetrator is liable under summary conviction to a fine of \$5000 and may also be banned from the school premises for a period of time.

## **16. School property**

It is an expectation, at **West End Primary School** that all students take care of any property or equipment placed in their care and where property is to be returned it is done so in good condition and at the requested time. If property is not returned in good order or is destroyed, damaged, lost or converted by intent or neglect then the parent can be held liable. In such circumstances and in accordance with the Education Regulations 2017, the Director of the Department of Education Services may claim the value of the property from the parent or legal guardian of the student.