

Sydney Girls High School

Behaviour Support and Management Plan

Overview

Sydney Girls High School is committed to explicitly teaching and modelling positive behaviour and to supporting all students to be engaged in their learning.

Our goal is to inspire every child to participate positively in society. We focus on promoting excellence, opportunity and success for every student, every day. We value and strive to develop safe, respectful learners in a caring learning community.

High expectations for student behaviour are established and maintained through effective role modelling, explicit teaching, and planned responses.

Our processes are founded on the idea that students must learn to take responsibility for their own actions and to ensure all staff respond consistently to support students to acknowledge wrongdoing and learn from their behaviour.

Our programs prioritise social and emotional learning which supports good mental health, positive relationships and supports prevention of bullying.

Restorative practice is a whole school teaching and learning approach that encourages behaviour that is supportive and respectful. A restorative approach focuses on building, maintaining and restoring positive relationships, particularly when incidents that involve interpersonal conflict or wrongdoing occur.

Partnership with parents and carers

Sydney Girls High School partners with families in establishing expectations for parent engagement in developing and implementing student behaviour management strategies, including for bullying behaviour by:

- inviting families and student feedback, for example, through surveys, consulting with the school's P & C Association and other relevant community representatives
- using concerns raised to review school systems, data and practices.
- Sydney Girls High School will communicate these expectations to parents/carers through the school newsletter (Hi-Ho), parent portal (Sentral), school website and provide links to information and resources in the [Behaviour support toolkit](#).

Review Dates

Last review date: [Week 11, Term 4, 2024]

Next review date: [Week 5, Term 3, 2025]

Sydney Girls High School Behaviour Code for Students

Students are expected to follow this Behaviour Code at school, online and at any time and anywhere they are in their school uniform.

Respect

We are proud of our school community which is rooted in respectful relationships between students, school staff and community members inside and outside school.

Speak and behave courteously and co-operate with others

Consider the effect of your behaviour on others' before acting

Value the interests, ability and culture and background of others and be respectful of other people's opinions, even if you disagree with them

Respect the school environment and all property (either your own or that of others) and always clean up after yourself

Engagement

By encouraging active engagement, we endeavour to support all students at SGHS to reach their personal best in all aspects of school life.

Attend school every day, arriving at school and class on time

Be prepared for every lesson

Follow the expectations of your teacher

Actively participate in learning

Complete your own work without plagiarising or any other form of cheating

Safety

Caring for self and others is a foundational aspect of our school.

Students are expected to take personal responsibility for behaviour and actions and be prepared to resolve conflict respectfully, calmly and fairly

Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Not to be violent or bring weapons into school

Possession, consumption or sale of illicit drugs, alcohol, tobacco or e-cigarettes is prohibited at school, whilst in school uniform and at all school-related functions and activities"

Report unsafe behaviour

Technology

At SGHS we understand the educational value of technology when it is used appropriately.

Use technology during class for educational purposes only, as directed by their teacher. At recess and lunch laptops are not to be used unless supervised in the library

Not take photos or videos of others without their permission

Sydney Girls High School has school policies on uniform, mobile phone and personal device use, anti-bullying and assessment which students are expected to follow.

Whole school approach across the care continuum

Our school embeds student wellbeing and positive behaviour approaches and strategies across the care continuum and responds to behaviours of concern.

Responses to all behaviours of concern apply to student behaviour that occurs:

- at school
- on the way to and from school
- on school-endorsed activities that are off-site
- outside school hours and off school premises where there is a clear and close connection between the school and students' conduct
- when using social media, mobile devices and/or other technology involving another student or staff member.

Our school uses a range of approaches and strategies which are built on a foundation of evidence-based effective practices that set the tone for engagement with learning and respectful relationships. These practices include, but are not limited to:

- explicitly teaching classroom expectations
- establishing predictable routines and procedures that are communicated clearly to students
- encouraging expected behaviour with positive feedback and reinforcement
- discouraging inappropriate behaviour
- actively supervising students
- maximising opportunities for active engagement with learning
- providing carefully sequenced engaging lessons that provide options for student choice
- differentiating learning content and tasks to meet the needs of all learners

Care Continuum	Strategy or Program	Details	Audience
Prevention	School Assemblies	School Assemblies focus on the importance of respect by celebrating International Womens Day, Harmony Day, NAIDOC and Wear it Purple Day in student led assemblies.	Students and Staff
Prevention	Peer Support	Year 10 student leaders support the transition to high school by building positive connections that foster resilience and model respectful and inclusive behaviour	Years 7 and 10
Prevention	New Student Transition Programs	Transition program provides an induction for all new students to the school regarding culture, expectations, organisation and curricular and extracurricular opportunities	Year 7 and new students in Years 8 to 11
Prevention	Open Day	Student leadership groups including School Ambassadors, Peer Support Leaders, Student Representative Council, Cocurricular Council and Prefects together with staff showcase the school's positive, collaborative and inclusive culture	New families and students
Prevention	Year Meetings	Year meetings utilise internal and external presenters including student leaders to deliver focused workshops on important skills development including interpersonal communication, online safety, resilience, mindfulness, positive relationships, etc.	Students
Prevention	Student Leadership	Social Justice Organisation, Prefects, Student Representative Council and Cocurricular Council student leaders develop and deliver programs that foster positive relationships and acceptance throughout the school year including campaigns, events and publications	Students
Prevention	Parent Forums	Inhouse and online parent forums presented by the school and in conjunction with the P & C communicate the programs and processes that support students	Parents and carers
Prevention	School Camps	Team building activities emphasise the value of cooperation and collaboration	Years 7, 8, 10 and 11
Prevention	Extracurricular	An extensive range of extracurricular programs, clubs and organisations including the cocurricular programs provide opportunities for vertical student groups, parents and staff to work together fostering collaboration, cooperation and resilience	Staff, students and parents
Early Intervention	Student Voice	Ongoing opportunities for students to voice their thoughts and concerns provides informative data for positive change	Students

Early Intervention	Student Referrals	Staff can make student referrals to the Wellbeing or Learning support teams via Sentral that are then addressed by the appropriate team.	Whole School
Early Intervention	Wellbeing Team	Students can book time with the Student Support Officer (SSO), Counsellors, Year Advisors or Head Teacher Wellbeing	Students
Early Intervention	Learning Support Team	Junior and Senior Academic Mentoring Programs to support identified students regarding organisation, motivation and effective approaches to study	Students
Early Intervention	Learning Support Team	Individual interviews are held with all Year 11 students to identify issues and provide learning support	Year 11
Early Intervention	Year 7 Teacher Meetings	Class teacher conferences review all students transition to high school to inform future support with students, staff and families	Year 7 and staff
Early Intervention	Attendance monitoring	Year Advisors monitor attendance patterns and provide guidance and support for students and families where required	Wellbeing Team
Individual Intervention	Student Success	Student success in all fields of endeavour are celebrated in Year Meetings, Assemblies and publications and acknowledged through the Student Recognition Leadership Scheme	Whole School
Individual Intervention	Underperforming students	Learning support team reviews academic progress of all students to identify underperforming students and plan for positive interventions	Learning Support Team
Individual Intervention	Individual Learning Plans	Learning support team leads the development of individual educational plans (IEP) and personalised learning plans (PLP) in collaboration with students, staff and families to provide targeted support for learning	Whole School
Individual Intervention	Individual Wellbeing Plans	Wellbeing team leads the development of individual support plans (IWP) in collaboration with students, staff and families to provide targeted support that enables positive engagement and learning	Whole School

DIGITAL DEVICES POLICY

Mobile Phone and Personal Device (Including earphones, headphones and smart watches)

1 RATIONALE

While mobile phones and other such devices have significant advantages for use in the broader community their use in schools is highly problematic. In schools, mobile phones are significant distractors to learning and contribute to a student's cognitive load.

We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams. Mobile phones can pose a significant risk to the safety and wellbeing of students through unfiltered and unsupervised access to the internet and social networking platforms.

These procedures aim to increase focus and learning in classrooms, remove distractions and promote positive social interactions, while reducing the potential for online bullying.

2 THE PROCEDURES

At Sydney Girls High School, for mobile phones and other personal electronic devices, our policy is **Turned Off and Out of Sight**.

Students may not use mobile phones and other personal electronic devices while on school grounds at any time. This includes smart watches. Students are not permitted to use headphones or earphones while on school grounds at any time.

Such items are to be turned off and out of sight from the time students enter school grounds in the morning until the school day has officially finished at 3.20pm.

BYO or school issued laptops are NOT part of the ban, however, the use of these devices is managed by the classroom teacher and inappropriate use will result in an appropriate disciplinary response.

Students who wish to use laptops at recess and lunch must do so in the library or in a classroom under the supervision of a teacher.

If a student wishes to contact their family, they need to report to reception where they will be supervised to make a call using their mobile phone or a school phone. Parents are welcome to call the reception if they need to get an urgent message to their daughter.

3 CONSEQUENCES FOR NOT FOLLOWING THESE PROCEDURES

These procedures follow the NSW Department of Education's Student's Use of Mobile Phones in Schools policy. As this is a department direction, all breaches will be taken seriously.

Student will bring their electronic device to the front office immediately if asked by a teacher or member of staff to do so. They will hand in their mobile phone and be given a letter which they must show the teacher who has sent them to the front office. The student is required to take the letter home

and get it signed and return it the next day to the relevant Deputy Principal. Students can collect their mobile phones from the front office at 3.20pm.

If this is the first time, they have been in breach of the mobile phone policy, it will be recorded in Sentral by the front office as a disciplinary incident.

If this is not the first time the student has been in breach of the mobile phone policy, a parent will be required to attend school to collect their child's phone from the Principal or one of the Deputy Principals.

Failure to follow these procedures may incur further consequences, including Formal Caution to Suspend, or Suspension, for persistent failure to follow school procedures and the Schools Behaviour and Discipline Procedures.

4 DEFINITIONS

School grounds extend to school excursions, sports carnivals, and other events at the school or off site where an approved school activity takes place, including travel to and from.

5 EXEMPTIONS

Teachers may request that students can use their mobile phones or listening accessories for educational purposes. These requests will be rare and will be made clearly as part of the instructions for the lesson. Students will be instructed to take any such electronic devices from their bags and asked to return them when they have finished.

Students are permitted to use listening devices (connected to their laptop only) in the library. They must seek permission from the teacher librarian to do so.

Health related exemptions can be sought by parents/carers by contacting the principal and completion the Mobile Phone Exemption Application. In the case of a health condition, a letter from a medical professional stating when and how the mobile phone is to be used will be required. The Deputy Principal will work alongside parents and complete a Mobile Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal.

Note: No phones or smart watches are to be used for canteen purchase, including those who have exemption. All students will be required to use a card/cash to pay for purchases at the canteen. Students and parents are encouraged to use Qkr to pre-order prior to coming to school. Phones are not to be used for purchases.

Laptop

1 RATIONALE

Laptops are a valuable educational tool because they provide instant access to vast information, support personalised learning, and enhance collaboration among students. They help develop digital literacy skills, promote engagement through interactive content, and allow for efficient organization of work, all of which improve productivity and time management. Laptops also facilitate inclusive education by supporting assistive technologies for students with diverse needs. By integrating technology into the classroom, laptops prepare students for real-world challenges, fostering essential skills for both academic success and future careers in a technology-driven world.

2 THE PROCEDURES

All students are required to have a laptop, with short-term loans available through the library. Long-term loans can be requested for cases like repairs or financial hardship with IT Staff approval. Only Windows and Apple Macintosh laptops are supported; mobile phones, iPads, Android devices, or Chromebooks are not compatible. To ensure secure access, students must connect to the DET Wi-Fi, and the use of VPNs or hotspots is prohibited. Additionally, students are prohibited from taking or sharing unauthorized photos, videos, audio recordings, or personal details of others.

Students and parents are responsible for the security and insurance of devices, with IT Staff providing support for Wi-Fi and software issues. The DET provides Microsoft Office and Adobe software (for specific subjects) for Windows and Mac devices only. Files should be stored using OneDrive or Google Drive, as USB or physical hard drives are not recommended. Students must ensure their loaned laptops are fully charged each day and take care to avoid damage. Any damage or theft should be reported immediately, and students may be required to cover repair or replacement costs in cases of neglect or abuse.

Students must use the internet responsibly, ensuring their actions online represent the school appropriately and avoiding plagiarism or inappropriate content. Personal information should not be shared, and students are expected to keep both their own and others' data private. The school monitors internet use, and any breaches of security or inappropriate sites should be reported. Regarding online bullying, any student who experiences or witnesses it must report the incident to a staff member or trusted adult immediately. Students are encouraged to foster a positive online environment, always treating others with respect and kindness.

Use technology during class for educational purposes only, as directed by your teacher. At recess and lunch laptops are not to be used unless supervised in the library.

If students are found to be using their laptops to do something other than work (eg to game, access emails or social media) during class time, the teacher will record this on Sentral. If the student has already been recorded in Sentral for this behaviour, the teacher will inform their Head Teacher who will contact the parents or carer of the student, and the student will be asked to complete a reflection exercise.

Students must not take photos or videos of others without their permission.

3 CONSEQUENCES FOR NOT FOLLOWING THESE PROCEDURES

Failure to follow the guidelines regarding the use of digital devices can result in several consequences. Students may lose access to school-provided devices or be denied the ability to borrow a loan laptop. In more severe cases, devices may be confiscated and returned only after a meeting with parents or guardians. Additionally, students may be required to cover the cost of repairs or replacements if the laptop is damaged due to neglect or misuse. Inappropriate internet usage, such as bypassing security filters or accessing unauthorized content, may lead to restricted or revoked internet access.

4 EXEMPTIONS

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.