



## IMPLEMENTATION OF EFFECTIVE STRATEGIES TO ACHIEVE DESIRED OUTCOMES REGARDING STUDENT COURTESY AND RESPECT

### Expectations in Classroom

- Students must line up neatly and quietly in two rows outside the classroom before each class
- Students must not enter the classroom until instructed to do so by the teacher
- The teacher is to inspect uniforms as they enter, eg. Girls' socks, boys' socks, shirts in, jewellery, etc
- Students are to stand at the desk behind chair until teacher has greeted students, and students have responded likewise, and have been directed to sit down
- Students are to sit in seating plan if one is implemented
- During class sessions, students are to raise hands if they wish to speak (small group sessions will differ somewhat)
- Students are not permitted to move around the classroom unless granted to do so
- Students are expected to stand when another teacher/visitor enters the classroom and to respond to their greeting with 'Good Morning/Good Afternoon \_\_\_\_\_'
- At end of class, students are to stand when directed by teacher, and are to push chairs in, and wait to be formally dismissed before exiting. The classroom must be clean and orderly before dismissal occurs.
- Staff who are in a classroom for the last scheduled period for that day in that room are to ensure that:
  - 1) The room is secured (ie, lock all windows and doors and turn off air conditioner if appropriate)
  - 2) Report any damage in the classroom to the Property Manager via the Maintenance Book in the Common Room.

### Expectations of Interaction between Students and Staff/Visitors (Classroom/Playground/Events)

- Students are expected to acknowledge teachers/staff/visitors when passing each other, either by a polite "Hello Sir/Miss", (if identity is not known) or by "Hello Mrs/Mr" \_\_\_\_\_' if the identity is known
- Students are expected to politely greet all visitors to the College and provide assistance/direction ("Can I help you Sir")
- Teachers/staff are expected to role model the expected behaviour, eg, Hello Susan, how is your day?
- Students are expected to address teachers/staff/visitors by name if in discussion; teachers/staff are to do likewise
- Students are expected to make way or stand back for staff members (Junior School/Senior School/administration/Grounds) to pass through a walkway e.g. breezeway/verandah/stairwell
- Students are expected to follow all directions without question, when given by Junior School and Senior School staff
- Students are expected to use courteous and respectful language in discussion with either Junior School or Senior School staff
- Students are expected to use appropriate channels (class teachers, tutor, Head of Department, Head of House/Head of Pastoral Care, Director of Studies, Head of Junior/Senior School, Headmaster) if they have a concern/issue
- Students are expected to behave appropriately at all times, this includes College functions such as (Assembly, Chapel, Church Services, sporting competitions, carnivals, APS events, dinners, musical, travel excursions etc). In short, any time when wearing the College uniform, or representing the College or attending College events.
- Students are expected to demonstrate respect for the classroom, playground, all College venues facilities and leave all in a clean, undamaged state after use.

### How to Implement the Above Strategies

- All teachers and staff need to embrace and enforce the expectations and be helpful students
- All teachers and staff must accept ownership of all above desired outcome i.e. each teacher is a pastoral care teacher.
- All teachers and staff must be consistent in ensuring the above expectations are met
- All teachers must be prepared to follow-up any breach of above expectations (using processes in place)
- All teachers must role model expected behaviour
- For concerns or clarification, teachers are asked to speak with Heads of House, Dean of Junior School and Head of Senior School.

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