

### Appendix 4 - DISCIPLINE POLICY FLOW CHART – Kindergarten & Pre-Primary

This document must be read in conjunction with the Discipline Policy – Early Childhood Behaviour Management

In Kindergarten and Pre-Primary we are training students to be like Jesus:

\*Be Polite \*Be Respectful \*Be Self-Controlled \*Be Obedient \*Be Honest \*Be a Good Friend

#### ACTIONS



<p><b>Level 1</b></p>	<p><b>IN CLASS MANAGEMENT (Teacher)</b>  <b>Reminders:</b> Staff will give sufficient time for students to acknowledge instructions and respond appropriately.  <b>Redirection:</b> Staff will direct students towards positive behaviours to support good choices.</p>	<p>Immediate Time Out:</p> <ul style="list-style-type: none"> <li>• Hitting/Biting</li> <li>• Running Away</li> </ul>
<p><b>Level 2</b></p>	<p><b>TIME OUT (4-5 MINUTES)</b>            When a student repeats inappropriate behaviour or a severe behaviour occurs, this will warrant being placed in time out. Staff will assist students to think about their actions, teach alternative choices and restore relationships.</p>	<ul style="list-style-type: none"> <li>• Teacher to notify parents</li> <li>• Teacher records in SEQTA</li> </ul>
<p><b>Level 3</b></p>	<p><b>PARENT CONTACT/MEETING</b>            When a student demonstrates persistent inappropriate behaviour, this will warrant the parents being asked to meet with the class teacher. Teacher to implement strategies for making good choices and establish a behaviour plan moving forward. The goal is for heart change and for this to be seen in the students' behaviour and interactions with others.</p>	<ul style="list-style-type: none"> <li>• Teacher to notify parents</li> <li>• Teacher records in SEQTA</li> <li>• Early Childhood Coordinator (ECC) informed</li> <li>• Parent meeting organised</li> </ul>
<p><b>Level 4</b></p>	<p><b>BEHAVIOUR CARD ISSUED</b>            At this level, if there is no change and persistent inappropriate behaviours continue, the student will be issued with a behaviour card. It will also warrant a meeting between the parent, teacher, Early Childhood Coordinator and the Deputy Principal (Primary). Daily monitoring and encouragement given.</p>	<ul style="list-style-type: none"> <li>• Parent meeting with teacher, ECC &amp; Deputy Principal (Primary)</li> <li>• Card issued and monitored by ECC and sent home daily</li> </ul>
<p><b>Level 5</b></p>	<p><b>ONGOING BEHAVIOUR ISSUES</b>            If there is no change, persistent negative behaviours and an unwillingness to change, then this will warrant a meeting with parents, Deputy Principal (Primary) and the Principal. School enrolment will be at risk.</p>	