



KARDINYA PRIMARY SCHOOL
Learning for Life

Kardinya Primary School
Good Standing Policy and Procedures
Years 3 - 6



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POLICY

The Good Standing Policy provides a framework and guidelines to assist staff to help students to achieve pride, respect and consideration for school, self and others.

This policy recognises and maintains high standards in the areas of:

- attendance and punctuality
- attitude and effort
- behaviour.
- dress code

WHAT IS GOOD STANDING?

All students commence Term 1 with Good Standing status.

Maintaining Good Standing requires:

- **Attendance and Punctuality** - In accordance with the school's attendance targets, students must maintain a 90% attendance rate. Students will arrive at school prior to the first siren in the morning.
- **Attitude and Effort** – The students will perform and participate to the best of their ability in school based pursuits.
- **Behaviour** - In accordance with the '*Code of Conduct*' students will adhere to the acceptable standards of behaviour.
- **Dress Code** - In accordance with the 'Dress Code Policy', students will adhere to the acceptable standards of Dress Code.

MAINTENANCE OF GOOD STANDING

Students who maintain good standing will be eligible to attend extracurricular activities (e.g. school discos), be a school representative and take part in reward activities at the end of each term.

POTENTIAL LOSS OF GOOD STANDING

'Loss of Good Standing' procedures commence when a student:

- is absent without satisfactory explanation within one week of absence.
- is late to class.
- is not participating or performing to the best of their ability.
- is suspended and/or breaches acceptable standards of behaviour (see '*Code of Conduct*').
- does not comply with Dress Code on 3 occasions per term.
- or any combination of the above mentioned at the discretion of administration.



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PROCEDURES

STAGES OF LOSS OF GOOD STANDING

There are 3 stages involved in Loss of Good Standing.

STAGE 1 – NOTIFICATION - “Early Notification”

A ‘Stage 1 notification letter’ is sent to the parent by the classroom teacher via the Deputy Principal when:

- An absence or late arrival without explanation within one week is recorded.
- 3 or more breaches of the school ‘Behaviour Management Plan’
- 3 or more Dress Code breaches in a term
- 3 or more reminders have been issued regarding the student’s attitude and/or effort.

‘Stage 1’ letter to be signed by the student and parents/guardians returned, a copy of which is kept by the class teacher and Principal or Deputy Principal.



STAGE 2 NOTIFICATION - “Conditional Standing”

A ‘Stage 2 notification letter’ is sent to the parent by the Principal or Deputy Principal when:

- Continued unexplained absences/ lateness.
- Continued Dress Code breaches.
- Continued breaches of the school ‘Code of Conduct’.
- Continued concerns regarding the student’s attitude and/or effort.

‘Stage 2’ letter to be signed by the student and parents signed and returned. Parents, student, Principal or Deputy Principal negotiate a contract.



STAGE 3 NOTIFICATION - “Loss of Good Standing”

Principal advises all stakeholders of loss of ‘Good Standing’ due to:

- continued unexplained absences.
- continuing Dress Code breaches
- continued breaches of the school ‘Code of Conduct’
- continued concerns regarding the student’s attitude and/or effort.



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REINSTATING GOOD STANDING

Good Standing may be reinstated a minimum of 5 school weeks after:

- all absences/lates are satisfactorily explained with a note from a parent/guardian.
- the student is participating or performing consistently to the best of their ability.
- issues relating to suspension/ behavioural breaches are resolved in accordance with the schools 'Code of Conduct'.
- completion of 'Application of Reinstatement of Good Standing'.
- compliance with the 'Dress Code' is observed.

RESPONSIBILITIES

Students have responsibility to:

- maintain Good Standing
- comply with all school policies and procedures
- maximise attendance and be punctual to all classes
- provide an explanation of absence on return to school after any absence
- behave in accordance with the school 'Code of Conduct'
- perform and participate to the best of their ability in school based pursuits.

Parents have responsibility to:

- encourage students to maintain their Good Standing
- explain legitimate absences within 1 week by note, discussion with classroom teacher, SMS, email or telephone call
- ensure their child(ren) adhere to the dress code.
- attend interviews as required
- encourage and support their children to perform and participate to the best of their ability in school based pursuits.

Classroom Teachers have responsibility to:

- maintain attendance and behaviour records
- document attitude and effort, attendance, dress code & behavioural issues for students in their class & pass on to school Administration team
- monitor all stages of procedure
- maintain an overall perspective of student attendance, performance, behaviour and dress standard in order to support students in meeting their *Good Standing* responsibilities. This includes implementing early intervention strategies to assist students with developing appropriate behaviour modification programs



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Administration team have responsibility to:

- monitor and maintain student compliance with Good Standing at team level
- support staff in implementation of *Good Standing Policy* processes and procedures
- monitor *Stage 1* letter and *Stage 2* student contracts for retention of 'Good Standing'
- generate attendance reports for teachers to be issued on weekly basis
- facilitate communication of Stage 1, 2 & 3 letters and contracts
- maintain student records & files appropriate to ensure timely monitoring of Good Standing Process (by filing letters of concern, etc) to parents & negotiate a contract signed by Deputy Principal, student, & parent
- monitor student contracts for reinstatement of privileges

Administration in charge of Good Standing policy implementation has responsibility to:

- monitor overall implementation of *Good Standing Policy & Procedures*
- ensure staff implement early intervention strategies to assist students with developing appropriate behaviour modification programs
- liaise with classroom teachers and Administration team to ensure student and parent advised before *Stage 3* is reached

Principal has responsibility to:

- ensure Stage 3 notification letter is signed and sent to parent(s)

Please Note: Wherever the word "parent" appears in this Good Standing Policy it refers to the primary guardian of the student.