



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

## PURPOSE

The purpose of this policy is to outline the values of our school community and explain the vision, mission and objectives of our school.

## POLICY

Barton Primary School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Barton Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

This policy outlines our school's vision, mission, objective, values and expectations of our school community. This policy is available on our school website.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote our values in our school
- celebrate our values in our school communication
- provide awards and recognition for students who actively demonstrate the values
- discuss our values with students in the classroom, meetings and assemblies.

## VALUES

Barton Primary School's values are;

**Be Safe** - We will act safely towards others and ourselves

**Be a Learner** - We will allow others and ourselves to enjoy school and learn

**Be Respectful** - We will be respectful of our school, each other and ourselves

**Be Kind** - We are friendly and considerate to others

[\[Refer to Appendix 1\]](#)

## BEHAVIOURAL EXPECTATIONS

Barton Primary School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school. We use the (School Wide Positive Behaviour Support) SWPBS matrix to guide our positive behaviours. [\[Refer to Appendix 2\]](#)

## As principals and school leaders, we will:

- model positive behaviour and effective leadership
- communicate politely and respectfully with all members of the school community
- work collaboratively to create a school environment where respectful and safe behaviour is expected of everyone
- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide safe and inclusive environments
- plan, implement and review our work to ensure the care, safety, security and general wellbeing of all students at school
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when safe and inclusive behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- inform parents of the school's communication and complaints procedures
- ask any person who is acting in an offensive, intimidating or otherwise inappropriate way to leave the school grounds.

## As teachers and non-teaching school staff, we will:

- model positive behaviour to students consistent with the standards of our profession
- communicate politely and respectfully with all members of the school community
- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

## As parents and carers, we will:

- model positive behaviour to our child
- communicate politely and respectfully with all members of the school community
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

## As students, we will:

- model positive behaviour to other students
- communicate politely and respectfully with all members of the school community.
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment.
- actively participate in school

- not disrupt the learning of others and make the most of our educational opportunities.

### As community members, we will:

- model positive behaviour in the school community
- treat other members of the school community with respect
- support school staff to maintain a safe and inclusive learning environment for all students
- utilise the school's processes for communication with staff and submitting complaints.

### UNREASONABLE BEHAVIOURS

Schools are not public places, and the Principal has the right to permit or deny entry to school grounds (for more information, see our *Visitors Policy on our website*).

Unreasonable behaviour that is demonstrated by school staff, parents, carers, students or members of our school community will not be tolerated at school, or during school activities.

### Unreasonable behaviour includes:

- speaking or behaving in a rude, manipulative, aggressive or threatening way, either in person, via electronic communication or social media, or over the telephone
- the use or threat of violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- sending demanding, rude, confronting or threatening letters, emails or text messages
- sexist, racist, homophobic, transphobic or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

Harassment, bullying, violence, aggression, threatening behaviour and unlawful discrimination are unacceptable and will not be tolerated at our school.

Unreasonable behaviour and/or failure to uphold the principles of this *Statement of Values and School Philosophy* may lead to further investigation and the implementation of appropriate consequences by the school Principal.

### At the Principal's discretion, unreasonable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

Inappropriate student behaviour will be managed in accordance with our school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

Our *Statement of Values and School Philosophy* ensures that everyone in our school community will be treated with fairness and respect. In turn, we will strive to create a school that is inclusive and safe, where everyone is empowered to participate and learn.

- [Occupational Health and Safety Act 2004 \(Vic\)](#)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	27/07/2023
Consultation	School Council & Staff
Approved by	School Council
Next scheduled review date	27/07/2026

## Appendix 1 – Barton SWPBS Values Poster



# Barton SWPBS Values

At Barton Primary School we achieve success  
by being respectful citizens who take  
responsibility for our safety and learning.

## Be Safe

We will act safely towards others and ourselves.

## Be a Learner

We will allow others and ourselves to enjoy school  
and learn.








## Be Respectful

We will be respectful of our school, each other and  
ourselves.

## Be Kind

We are friendly and considerate to others.

## Appendix 2 – School Wide Positive Behaviour Support (SWPBS) Matrix

	All areas all the time 	Learning Spaces (indoor and outdoor) 	Outside, playground and oval 	Community Areas and Events 	Transitioning 	Toilets 	Digital/online space. 
Be Safe	<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves.</li> <li>We use equipment/resources correctly.</li> <li>We stay in designated areas.</li> <li>We tell a trusted adult when something is wrong.</li> </ul>	<ul style="list-style-type: none"> <li>We walk inside.</li> <li>We inform a trusted adult if we need to leave the space.</li> <li>We enter the space when given permission.</li> </ul>	<ul style="list-style-type: none"> <li>We use the equipment correctly.</li> <li>We wear hats from September to April.</li> </ul>	<ul style="list-style-type: none"> <li>We walk inside.</li> <li>We speak to a trusted adult before leaving the space.</li> <li>We wear helmets when riding to and from school.</li> <li>We use the school crossings.</li> </ul>	<ul style="list-style-type: none"> <li>We stay with our class.</li> <li>We walk between spaces.</li> </ul>	<ul style="list-style-type: none"> <li>We ask a trusted adult before we go.</li> <li>We report any problems to a trusted adult.</li> <li>We wash our hands.</li> </ul>	<ul style="list-style-type: none"> <li>We protect our personal information.</li> <li>We keep our passwords private.</li> <li>We ask permission before using a device.</li> </ul>
Be a Learner	<ul style="list-style-type: none"> <li>We work together.</li> <li>We ask for help.</li> <li>We participate and try our best.</li> <li>We are positive role models.</li> </ul>	<ul style="list-style-type: none"> <li>We choose a successful learning spot.</li> <li>We complete our work to the best of our ability.</li> <li>We allow others to learn.</li> </ul>	<ul style="list-style-type: none"> <li>We play by the rules.</li> <li>We include others in games</li> </ul>	<ul style="list-style-type: none"> <li>We engage in the learning opportunities.</li> <li>We are open to new experiences.</li> <li>We encourage others</li> </ul>	<ul style="list-style-type: none"> <li>We have all our belongings with us.</li> </ul>	<ul style="list-style-type: none"> <li>We use the toilet during break times and when music is playing.</li> <li>We ask for help when needed.</li> </ul>	<ul style="list-style-type: none"> <li>We stay on task.</li> <li>We use school-approved websites.</li> <li>We leave our phone at the office during learning time.</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>We treat others how we want to be treated.</li> <li>We use peoples preferred names.</li> <li>We consider others' feelings, belongings and values.</li> <li>We wait our turn.</li> <li>We follow instructions.</li> </ul>	<ul style="list-style-type: none"> <li>We actively listen to others.</li> <li>We raise our hands to share.</li> </ul>	<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves.</li> <li>We share equipment with others.</li> <li>We look after the environment.</li> </ul>	<ul style="list-style-type: none"> <li>We leave places as we found them.</li> <li>We use place appropriate noise level.</li> </ul>	<ul style="list-style-type: none"> <li>We line up quietly.</li> <li>We move between learning spaces quickly.</li> <li>We walk calmly and quietly through the school.</li> </ul>	<ul style="list-style-type: none"> <li>We give others privacy.</li> <li>We use a quiet voice.</li> <li>We wait our turn.</li> </ul>	<ul style="list-style-type: none"> <li>We use appropriate language.</li> <li>We only use our own logins.</li> <li>We ask peoples' permission before we take their photos/videos.</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>We include others.</li> <li>We use our manners.</li> <li>We ask others if they're okay.</li> <li>We share.</li> <li>We admit our mistakes.</li> <li>We apologise for our mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>We work with our partner/group.</li> <li>We welcome others.</li> <li>We accept that everyone is different.</li> <li>We listen to other viewpoints.</li> </ul>	<ul style="list-style-type: none"> <li>We share equipment.</li> <li>We all help to pack up.</li> <li>We win with class.</li> <li>We are good losers.</li> </ul>	<ul style="list-style-type: none"> <li>We listen to the presenters.</li> <li>We are quiet on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>We greet others.</li> <li>We are quiet when moving through the school buildings.</li> <li>We share the space.</li> </ul>	<ul style="list-style-type: none"> <li>We stay in our cubicle.</li> </ul>	<ul style="list-style-type: none"> <li>We THINK before commenting in communication.</li> <li>We help others use ICT.</li> </ul>