

FAITH LUTHERAN COLLEGE REDLANDS

Faith



Lutheran College Redlands

www.faithlutheran.qld.edu.au

RELATIONAL
MANAGEMENT
GUIDELINES
FAMILIES

JUNIOR SCHOOL
2021

A. PHILOSOPHY

RELATIONAL MANAGEMENT GUIDELINES

The Relational Management Guidelines is based on a clear set of beliefs, values and principles. These principles inform practice by:

- promoting positive behaviour
- understanding behaviour
- preventing and minimising behaviour problems
- generating effective and appropriate solutions

An effective Relational Management Strategy has the flexibility to be able to cater for the individuality of staff members, students and parents. It is not possible to predict every behavioural problem that could arise or to have a prescriptive solution for each situation or problem. Relational management aims to be proactive in its nature, based on a restorative approach when addressing behaviour affecting self and others.

The Faith Lutheran College Redlands Junior School Relational Management Policy aims to:

- create an environment in which children can achieve their academic and personal potential
- assist students to develop a sense of personal integrity and responsibility to the College and themselves
- develop a sense of care and compassion for one another

B. PRINCIPLES

The College values underpin the three key principles of the Relational Management Guidelines. The College values and beliefs are inherent in these aims.

JUNIOR SCHOOL CODE OF CONDUCT 5C'S

Courage

Courtesy

Commonsense

Curious

Care



- All members of the Junior School share some common rights and responsibilities.
- A key factor in relational management is the understanding of the behaviour and the context in which it occurs.
- The preferred practices of relational management should reflect and support the values, working towards restoration.



RULES AND
ROUTINES

Effective relational management requires that the parent/guardian, staff and students form a partnership, accepting responsibility and accountability for ensuring these principles are enacted.

C. RIGHTS AND RESPONSIBILITIES

Members of the Faith Lutheran College Redlands Junior School Community share some general rights and responsibilities:

RIGHTS:

1. to be treated respectfully and fairly
2. to work, play, interact and learn in a quality, positive, clean and safe environment
3. to communicate openly and develop relationships with others in the College Community
4. to be involved in the education process

RESPONSIBILITIES:

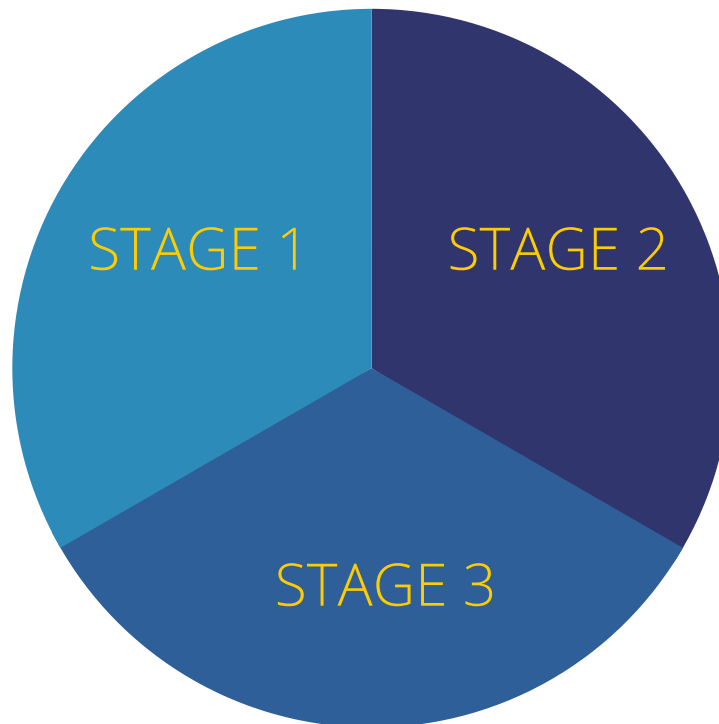
1. to be respectful, courteous and fair to others
2. to contribute to a positive College environment by meeting expectations identified later in these guidelines
3. to communicate openly and seek to build and maintain positive relationships with all other members of the College community
4. to contribute to a quality education process by meeting expectations identified later in the guidelines

D. FUNDAMENTAL STRATEGIES

The Key Principles in Section B determine the fundamental strategies of Relational Management at Faith Lutheran College Redlands, Junior School.

Establishing specific expectations of behaviour

- in the class
- in the playground
- in public



Positive behaviours

Preferred practices:

1. establishing, maintaining and restoring relationships
2. encouragement of positive behaviour
3. prevention and minimisation
4. language and use of restorative practice
5. implementation

These practices are supported through restorative conversations, wellbeing education, pastoral care and reflection time

STAGE 1: ESTABLISHING EXPECTATIONS

Behavioural expectations which are clear, explicit and appropriate promote desired behaviours and standards and protect the rights of individuals. Students, staff and families work together to establish expectations of behaviour in class, the playground and in public. These expectations apply whenever the student is in uniform, as this signifies that the student is a representative of the College. In practice, this means from when the students leave home until they return.

The following pages contain examples of expectations of students, staff and parents at Faith Lutheran College Redlands Junior School. This list is not exhaustive and needs to be used as a guide.

5C's Code of Conduct

Courage

Courtesy

Commonsense

Curious

Care

Our Code of Conduct acts as an overarching guide for behaviour in the Faith Lutheran College, Redlands Junior School. It is designed to give students an understanding of the community expectations in relation to behaviour. The Code of Conduct is summarised in the 5C's. This Code of Conduct applies to all students while they are attending Faith Lutheran College, Redlands Junior School and/or school-related activities. At any time students are wearing the school uniform they are expected to uphold this Code. Failure to do so will result in consequences outlined in these guidelines. Examples of the Code include:

Courage

- have a go when things/tasks/learning appears challenging
- don't give up easily
- demonstrate GRIT
- try your best
- overcome challenges and obstacles

Courtesy

- speak with others in a positive and friendly manner
- treat others with respect and listen to others
- arrive to all lessons on time and be prepared
- use kind hands, words and actions showing consideration at all times

Commonsense

- stop and think before doing
- walk inside classrooms and on the concrete outside
- keep ourselves and others safe by following outdoor and indoor rules

Curious

- ask questions to further your learning
- ask for help
- explore new learning situations
- invite others to play with you, showing inclusion to all

Care

- wear school uniform with pride and correctly each day
- look after personal and shared belongings or property inside and outside classrooms
- be prepared to work towards restoration when harm occurs
- care for others not just ourselves

Refer to Appendix 1 for The College Code of Conduct relating to staff, students and parents P-12 can be found on the College Website <https://www.faithlutheran.qld.edu.au/our-college/policies>.

STAGE 2: PREFERRED PRACTICES

Preferred practices aim to guide effective relational management at FLCR Junior School.

Examples include:

- showing interest to all students
- modelling respectful conversation
- using positive reinforcement such as verbal praise, issuing house points, class awards, 5C's, student of the week
- modelling forgiveness and grace
- being prepared and punctual
- addressing expectations of students
- being consistent with expectations and follow up

Restorative Practice

Restorative Practice is an approach to relationship building that reflects Christ-centred love, grace, forgiveness and reconciliation. Practices which may be used by staff to restore relationships include:

Chat questions- when addressing challenging behaviour

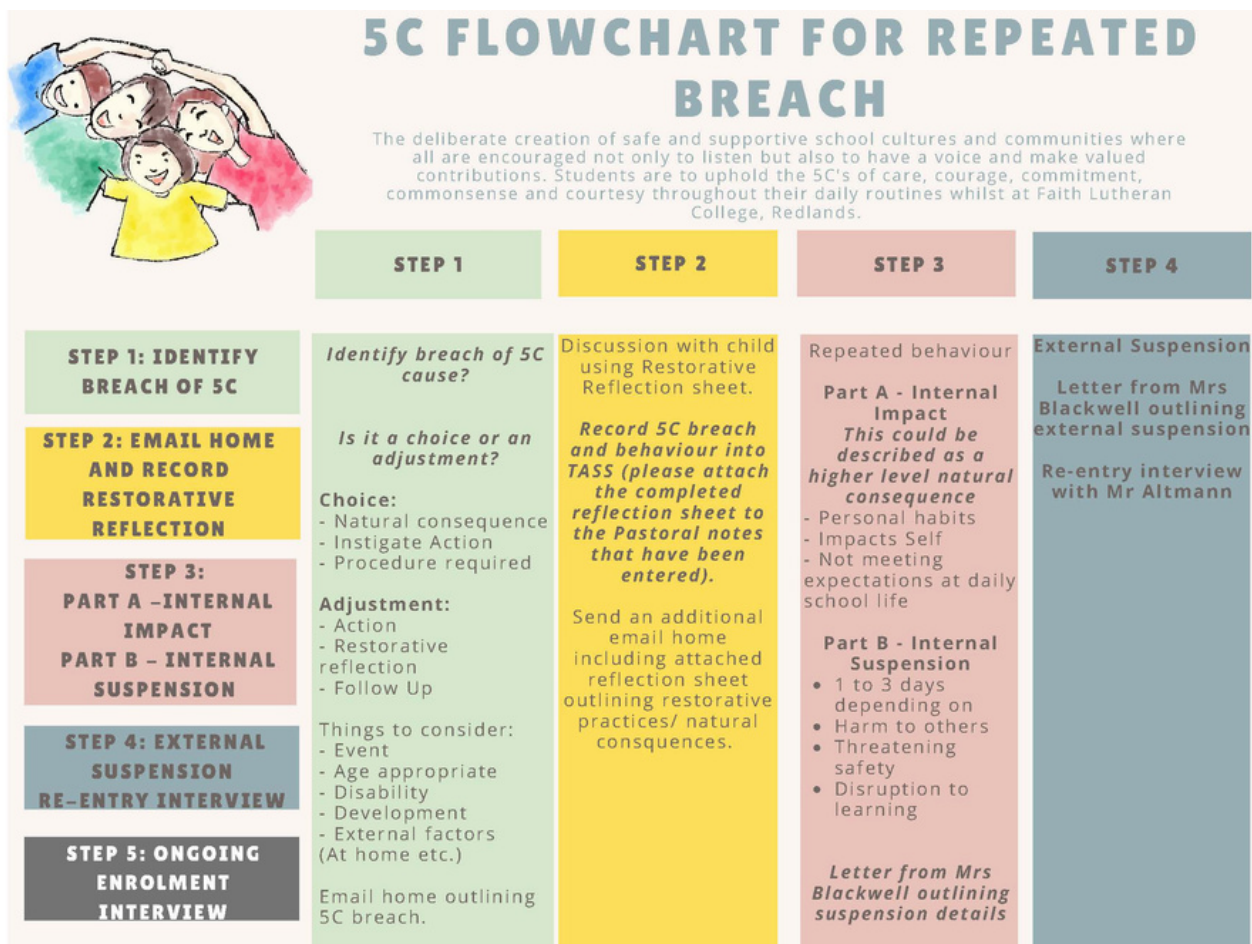
- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

To help those affected:

- What did you think when you realised what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Refer to Appendix 2 for the Junior School Restorative Practice reflection sheets, to be used with staff and students together.

There are times when behaviour expectations are not met, therefore breached. The following flowchart is used as a guide for staff and students when behaviour is breached and needs follow up.



Alternate forms of restoration and consequence dependent on situation can include;

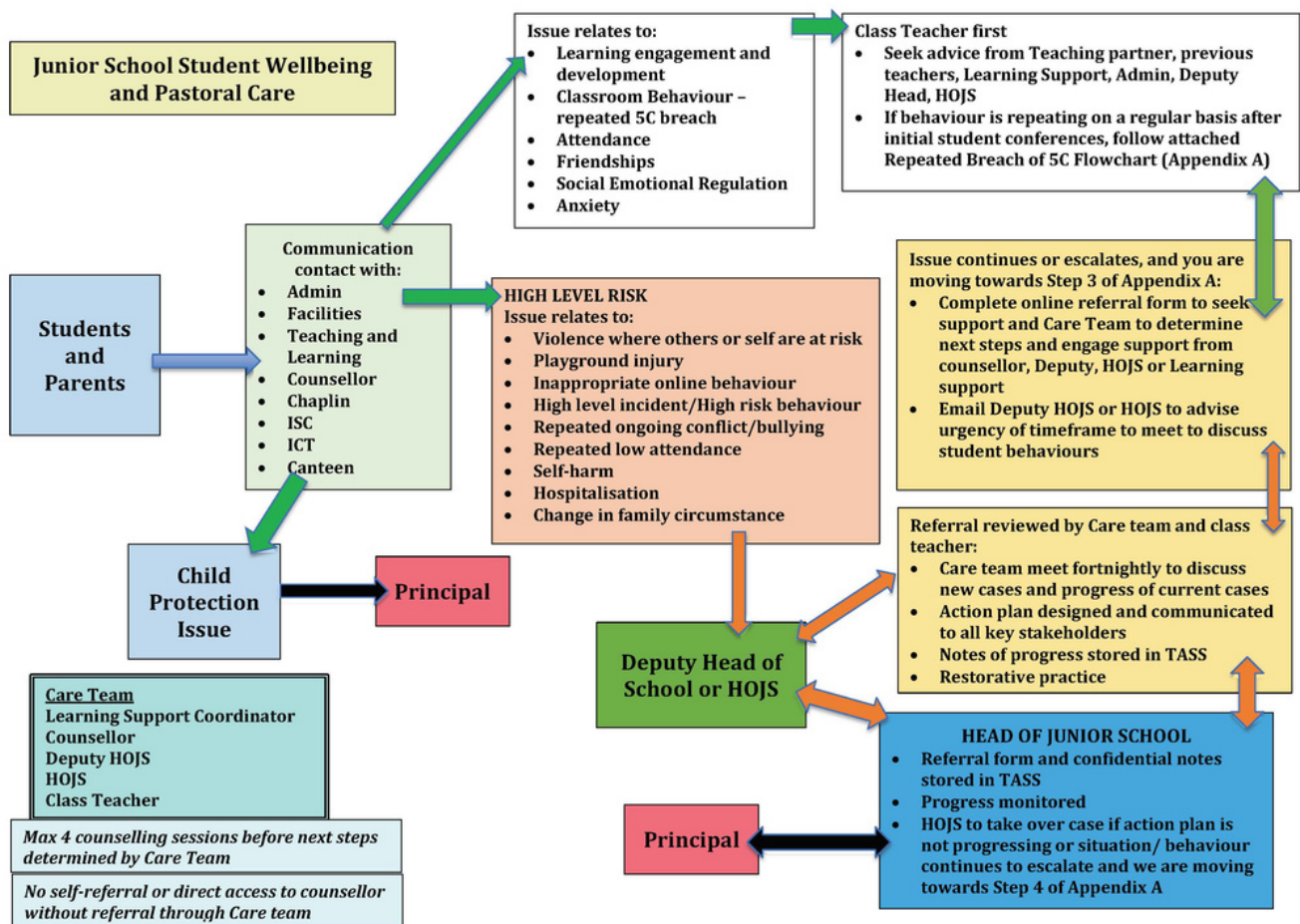
- reminders of expectations
- apology letters to those affected
- verbal apologies
- time away from those affected
- tidying up the school grounds
- withdrawal from playing outside
- withdrawal from classroom learning activity/session
- withdrawal of device if breach was ICT related
- removal of leadership badge if in Year 6
- face to face meetings with parents, staff and students involved
- signing of behaviour contract, followed up with 2 weekly meeting

Incorrect Uniform has a specific procedure involving consultation with students, staff and parents.

Unexplained Absence has a specific procedure involving consultation with students, staff and parents.

The following flow chart is used as a guide for staff when supporting student wellbeing needs and to understand how relational issues in the college are managed. The flowchart can be engaged from any level; the level of entry is dependent on the nature of the presenting issue and the context. It is to be noted that throughout the process of managing relationships students may need to engage with other internal and external forms of support. Onsite, students have access to the following services:

- Chaplain
- Learning Support Co-ordinator
- Deputy Head of Junior School
- Head of Junior School





Communicating concern:

Contact between home and school takes place when a breach of behaviour has occurred. This can be in the form of email, phone call or face to face meeting.

The first point of call for parents when raising concerns to the school is via the classroom teacher. Prompt and direct knowledge helps to resolve most situations quickly. Parents are to follow this process as the first option.

STAGE 3: POSITIVE BEHAVIOURS

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

We aim for all members of the FLCR Junior school to contribute towards a community based on the aims of the College, in which the educational philosophy revolves around the belief that every child has the right to reach his or her optimum levels of functioning and performance in terms of the intellectual, physical, social, emotional and spiritual dimensions of life and, that these attainments, skills and attitudes be used in developing and strengthening positive relationships with others in society.

Through the process outlined in these guidelines it is hoped positive behaviours can be upheld, aimed for and supported at all times.

Appendix 1



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Code of Conduct

Purpose

The purpose of the code of conduct is to provide students and staff with the right to work in a secure and orderly environment and parents with the right to expect that their children will be educated in a purposeful engaging environment in which the principles of care, courtesy and respect for the rights of others are not only valued but are demonstrated every day in the way things are done at Faith Lutheran College.

Positive culture at Faith is more than adhering to rules, it is demonstrating and expressing the Faith values of Care, Courtesy, Consideration, Common Sense and Commitment.

Aims

Our whole school approach is based on the following expectations:

- All individuals are to be valued and treated with respect.
- Students have a right to learn in a secure environment where, without intimidation, bullying or harassment, they are able to fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Teachers have a right to expect that they will be able to teach in an orderly and cooperative environment.
- Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.
- Staff have an obligation to fairly, reasonably and consistently implement the code of conduct.
- A positive approach to behaviour is desirable to foster a school climate within which personal responsibility and self-discipline will be developed.

Expectations of Students

1. Behaviour at Faith

The College has the highest expectations of student behaviour:

- Behaviour that promotes the underlying values of our College, including our commitment to uphold a gospel-based philosophy of love and forgiveness;
 - Behaviour that respects and understands the needs of self or others, thus affecting security, happiness and self-worth;
 - Behaviour that recognises and supports the needs of the learning environment and affects the rights of the student, and of others, to learn or teach;
 - Behaviour that promotes the health or safety of the student, or others, at risk;
 - Behaviour that respects the College environment or the possessions of the people within it;
- and

- Behaviour that demonstrates pride in the College and supports its excellent reputation in the wider community.

2. Respect for Self, Others, the College and its Built Environment

- Respect of fellow community members (staff, students, parents, teachers, coaches etc) is required at all times.
- Support and encouragement of others is therefore commendable.
- Positive and appropriate language; written, verbal and non-verbal are to be used at all times.
- Students actions should protect themselves and others
- Respectful use of college property and equipment is expected. This includes the appropriate use of resources and spaces. For example, ball games should be played on the oval.
- Show respect for the school environment by keeping all areas neat and tidy. This includes but is not limited to, classrooms, lockers and school grounds.
- Show pride in yourself and your school by wearing the College uniform appropriately according to the school policy.
- When engaged in special activities such as camps, excursions and sports days, show others your courtesy and consideration. Your continued enjoyment of these activities is dependent on your positive behaviour.
- Students involved in cultural and sporting groups can demonstrate commitment by attending all practices, rehearsals and events, representing their home and school to the best of their ability.
- The College encourages healthy lifestyle choices and respect for others. Students at Faith should avoid any behaviour that harm relationships or places themselves or others at risk.

3. Organisation

- Only enter classrooms when accompanied or directed by a teacher.
- Outside of normal school hours, students should only be on campus for specified activity (sporting, music, study room etc).
- Students should arrive at College and classes on time and be ready to commence when the bell rings. Students should move quietly to their classes and be lined up before the second bell rings at recess and lunchtime.

4. Maintaining Positive Relationships

The College recognises that occasionally relationships between students and other students and students and staff can break down. The College, through restorative practice, will seek to repair and restore these relationships:

- Students will be encouraged and supported to settle difficulties and restore relationships, peacefully and in Christian love.
- Students are encouraged, where suitable, to resolve difficulties themselves. Teachers will provide students with the necessary skills to assist them to restore harmony.
- In more challenging situations the College will provide support and assistance to ensure issues are resolved in a positive manner and relationships are restored.

March 2019



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing development of all students in a Christ-centred community.

CODE OF CONDUCT FLCR COMMUNITY

Faith Values: love, justice, compassion, forgiveness, service, humility, hope, quality, appreciation, courage.

Therefore, our Christian ethos and values govern the life and the behaviour of the total College community. When a student, and their family, enrolls in Faith Lutheran College, responsibilities exist towards the total College community. Safe behaviour and consideration of others is expected. A Code of Conduct is required to assist all members of our community to meet these expectations.

1. Code of Manners

Respect of fellow community members (students, parents, teachers, coaches, etc) is required at all times. Encouragement of others is therefore commendable. Put downs, fighting, teasing and bullying and harassment are forms of unacceptable behaviour at Faith.

Respect for all staff. All College staff and relief teachers have authority to discipline students in keeping with this code.

Good manners when addressing others is important e.g.: when entering classrooms, no pushing in, addressing adults in a courteous way and listening silently when adults are speaking to them.

Inappropriate body language is unacceptable.

Obscene language, both written and verbal, is totally unacceptable and will be treated seriously.

Punctuality: students should arrive at College on time and be ready to commence at the beginning of scheduled lessons.

2. Code of Safety

Members of our community must take care not to endanger themselves or others by their actions. Aggression towards others will be treated seriously.

Classrooms may not be entered unless a staff member is present.

College property is to be respected, acts of vandalism and defacing of College equipment is unacceptable. Members of the community will be required to make restitution.

Games are to be played in the specified areas only.

Parents are responsible at all times for any non-school aged children who accompany them into the College grounds.

Once children have been dismissed, parents are expected to be prompt in picking up their child / children; bike riders and children walking home must leave for home immediately. Students waiting for their parents or the bus will sit quietly in the appropriate areas. Students accompanying their parents are to behave appropriately and safely once collected.

3. Code of Work Habits

Students are expected to complete all fairly assigned work, to the very best of their ability and in an acceptably neat and tidy manner.

4. Code of Communication

Members of our community will be urged to settle difficulties quickly, peacefully and in accordance with our College values. Retaliation will not be condoned or tolerated. Teachers will aim to restore harmony for the benefit of students. When difficulties occur, the students and parents are to speak to the relevant staff member.

5. Code of Sportsmanship

The formal rules of any game must be adhered to. The umpire's decision is final.

On and off ground behaviour must consistently uphold good sportsmanship e.g. deriding other team members, spectators or opponents is unacceptable, and behaviour to and from events must be exemplary. All uniform requirements of sports must be

adhered to.

6. Code of College Community Tidiness

Our College is to be clean, neat and tidy at all times. Littering of College grounds and facilities is unacceptable. Members of the community should be proactive in maintaining a clean and tidy environment for all.

7. Uniform Code

Students must wear correct College uniform as detailed in College publications. It is expected that parents and caregivers will fully support the College in maintaining high standards of dress and grooming.

8. Code for Extra-Curricula Activities

Behaviour when travelling to and from College, and during special activities (e.g.: camps, excursions, sports days, special days), is to be exemplary. Bad behaviour will not be tolerated and may result in the student removed from the activity, being sent home at the parent's expense, banned from future activities, or other consequences as deemed appropriate by the Principal, Heads of School or staff in charge.

9. Co-Curricular Commitment

Involvement in cultural and sporting groups in the College implies a commitment. Students will attend all practices and events related to that group, representing their home and school to the best of their ability.

10. Behaviour Code

This Behaviour Code is a summary document. Members of the community are expected to follow the spirit and not just the letter of our Code, so that in matters not specifically addressed by the Code, the key principles involved are also observed. Loyalty to a Christian lifestyle means that students will obey the Law and College policy in regard to consumption of alcohol, tobacco or illegal drugs, handling pornography or dangerous objects. Offensive acts and language will not be a part of community life. Senior students with vehicle licences will follow school guidelines. No student will leave either campus without clear permission to do so.

11. Computers

All use of Information Technologies at Faith Lutheran College, Redlands must be in compliance with the ICT Acceptable Use and Social Media policies.

12. Social Conduct Code

It is expected that students and parents support fully the Social Conduct Code (Safe Party Guidelines) of the College in the best interests of the students' welfare.

13. What is Unacceptable Behaviour?

Unacceptable behaviour is that which is beneath our expectations, contrary to our values, and which interferes with the rights of members of the College community, and others in the College environment.

Unacceptable behaviour includes but is not limited to the following:

- Behaviour that contradicts the values of our College, including our commitment to uphold a gospel-based philosophy of love and forgiveness;
- Behaviour that does not respect or understand the needs of self or others, thus affecting security, happiness and self-worth;
- Behaviour that disturbs the learning environment and affects the rights of the student, and of others, to learn or teach;
- Behaviour that puts the health or safety of the students, or others, at risk;
- Behaviour that does not respect the College environment or the possessions of the people within it;
- Behaviour that damages our College's reputation.
-

14. Result of Misconduct or Disregarding the Code

Depending upon the type of misconduct, the action taken may or may not follow this sequence bearing in mind restoration and forgiveness must follow.

- Immediate counselling by class teacher or other staff member.
- Time out, detention, setting of tasks, community service
- Further counselling by Senior Staff.
- Communication with parents.
- Completion of tasks in own time in the case of incomplete work.
- Withdrawal of privileges.
- Suspension for repeated disregard of the code.
- Withdrawal of enrolment.

Adopted 2009, updated 2014, 2016

Appendix 2

Restorative Reflection

Faith Lutheran College values Restorative Practice through the deliberate creation of safe and supportive school cultures and communities where all are encouraged not only to listen but also to have a voice and make valued contributions.

+		Name:		Class:		Date:			
Breach of 5C									
Care		Common-Sense		Courtesy		Curious		Courage	
Details of Event(s)									
If I ask someone else what they saw, what would I hear from them?									
Was it fair or unfair?									
What did you hope to achieve by doing that?									
Was it the right or wrong thing to do?									
Impact the event had on others?									
Who do you think has been affected by what you did?									
What is the plan moving forward?									
What do you need to do to make things right?									
How can we make sure this does not happen again?									
What can we do to help you?									
Follow up.									
Follow up:									
Has this student upheld the Faith 5cs?									
Do we need to make a new plan?									



FAITH LUTHERAN COLLEGE REDLANDS
JUNIOR SCHOOL - REFLECTIVE THINKING

Student Name:

Class:

Teacher Name:

Date:

What happened →



What I was thinking
at the time? →



How it affected others →



What do I need to do to make things right with those affected? →



How can others support me? →

After reflecting, one thing I will try to do differently next time →



Student Sign: _____

Scanned to Student File