As a guide for all staff members the following list outlines the expected manners and playground behaviour of all children whilst in attendance at BLS.

**Manners**

It is expected that students at BLS will:

* always answer someone using the full word yes/no and at appropriate times use the name of that person

eg ‘Yes, Mr Bloggs’

* wait until there is a break in the conversation between other people before speaking. Use ‘excuse me’ when you need to speak to someone.
* use the words ‘please’ and ‘thank you;
* allow adults to step through doorways first. Step aside when walking on the footpaths to allow room for adults to walk past.
* use positive body language. Use words rather than shrugging your shoulders.
* take care when moving through a group of other people. Move slowly, ask people to excuse you, and wait for people to move when necessary.
* eat with their mouth closed. Make sure your mouth is empty of food before speaking.

**Playground Behaviour**

**Before School**

* + Children must wait in the designated area under the supervision of the duty teacher. Supervision will be provided from 8.10am
	+ Children are not to move to their classrooms until the 8.25 bell.

**Lunch Eating**

* Children are to be seated when eating and should remain seated until dismissed by a teacher.
* Rubbish is to be left in their lunch box as evidence of eating and then placed in the bin after dismissal.
* Children must leave the eating area after they are dismissed.
* Children must pick up all rubbish around them before being dismissed.
* In line with BLS Healthy Eating Policy children are to be encouraged to bring healthy food to school i.e. no junk food. A teacher who finds junk food in a child’s lunch box should ask the child not to eat it (providing there is other food) and ask the child to save it for home.
* Consequences for poor behaviour during lunch eating should if possible relate to behaviour ie children throwing food will stay behind and pick up left over rubbish; children disrupting others, calling out etc are moved from friends.

**Junior Playground**

* Safe play at all times
* One person on the slide and chain bridge
* Only Year 1 to 2 students use the junior playground.
* No walking up or standing on the slide.

**Library**

* + Classroom behaviour and rules apply to the library.

**Oval, Cricket Nets and Senior Playground**

* No walking up or standing on the slide.
* One person on the slide and flying fox.
* Students are not to be on top of the playground equipment

**Multi-Purpose Courts**

* Safe play at all times

**The Meadow**

* The meadow is a quiet play area available during lunch.

**After School**

Students in Year 1 to 6 are to be collected from the designated waiting area. Students are not permitted to wait on the grass beside the car park or play on the play equipment. Students are not permitted to walk on their own to the Chapel car park. Students who have not been collected by the 3.20 bell will be taken to the front office.

**Toilets**

Toilets are a no play, no running area

**General**

* No hat, no play. If a student does not have a hat they are sent to sit in the shade outside the Staffroom in the junior play zone or they may spend their break in the library.
* Students to walk on the concrete
* Move promptly to class at the first bell

**Out of Bounds Areas**

* Bush areas, behind Year 2, the drain by the lower car park driveway, the main car parks, Grounds man’s shed, the Meadow at morning tea, the eating area at morning tea and second lunch, to the right of the central path in the senior playground.
* Unsupervised classrooms
* Library office
* Staff room
* Staff toilets
* Central path
* Office visits are limited to injuries, enquiries or at a teacher’s direction. The duty teacher will contact the office via walky talky before a student goes to the office for medical assistance.

**Consequences of Inappropriate Behaviour**

* All attempts should be made to use as positive an approach as possible when administering consequences. (Strategies suggested by Bill Rogers eg rule reminders, “when” and “then”, choices etc should be employed, from least intrusive to most intrusive depending on the behaviour being dealt with at the time).
* Misdemeanours during play times can be dealt with by taking the child’s hat and the child being sent to “sit out” in the zone of supervision.
* Serious misdemeanours will be sent to the Office and dealt with by administration.
* All playground issues are to be recorded on the playground clipboard which staff take to duty with them. These clipboards are regularly checked by the Head of Pastoral Care.

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| **Staff Supervision Duties** |

* Staff on playground supervision need to be on duty as expeditiously as possible.
* Staff are to take a clipboard and walky talky to duty. Playground issues are to be recorded and referred to the class teacher or Head of Pastoral Care if necessary. The walky talky must be turned on at the beginning of duty and is to be used to contact the office if a student is injured or if otherwise necessary.
* Staff remain in the zone of supervision until the last child has left the area.
* Supervision duty should incorporate continuous surveillance of the whole roster area allocated.
* If the terrain or sight lines of the rostered supervision area do not permit clear vision of all its aspects then the staff member should undertake a moving continuous patrol.
* Even if engaged in conversation with students, staff should maintain a continuous ‘roving eye’ surveillance of the area.
* Staff on duty must wear a protective sun hat and are encouraged to use sun screen.
* Supervision of students is from 8.10am to 3.20pm only. Unsupervised children on the grounds after these hours will be sent to the office and parents contacted.
* The waiting area before school for all children is the eating area. In inclement weather the multipurpose courts will be used.
* The waiting area for all students after school is the eating area. Children need to move promptly from class to the waiting area.
* All children should be collected either in person from the waiting area, or via the drop and go section of the car park or by OSHC staff.
* Prep students are dropped off and collected by parents from the Prep Precinct.
* Students catching the school bus are to wait in the designated bus waiting area.
* The staff room should be vacated when the first warning bell is rung. All attempts

 should be made to be waiting at your classroom by the second bell.

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| **Staff Who are Absent** |

* Staff who will be absent from school due to an excursion or a pre-planned activity are expected to organize another staff member to take their rostered duty. This then needs to be communicated to the Principal and Deputy Principal.
* Staff who are absent from school due to illness will be replaced on duty by the relief staff person or another staff member as directed by the Principal or Deputy Principal.