

NSW Department of Education

How we support and manage student behaviour in NSW public schools

Kindergarten to Year 12

An Easy Read guide

How to use this guide



The NSW Government Department of Education wrote this guide.

When you see the word 'we', it means the Department of Education.



We have written this guide in an easy to read way.

We use pictures to explain some ideas.

Not bold
Bold

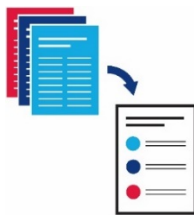
We have written some words in bold.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page xx.



This Easy Read guide is a summary of another guide.

This means it only includes the most important ideas.



You can find the other guide on our website at www...



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

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What is this guide about?

We want to make NSW public schools good and inclusive places for students to learn.

We want our public schools to be places where all students can learn:

- new skills
- how to behave in positive ways.

We also want students to learn how to connect with others.

We want to support students to behave in positive ways. The way we support students will depend on what their needs are.

We also want students to learn how to connect with others.

Behaviours of concern are things someone does that might put:

- themselves in danger
- other people in danger.

We wrote this guide to help NSW public schools support their students to behave in positive ways and manage student behaviour.

Planning how to manage student behaviour

All public schools in NSW must plan how they will support and manage student behaviour at school.

We call this a School Behaviour Support and Management Plan.

In this guide we just call it a Plan.

The Plan must:

- support all students
- talk about how students should behave
- be inclusive
- include evidence-based practices
- include the school community's views
- include the school's anti-bullying plan.

Evidence-based practices are different ways to support students that:

- we have read about in research
- work well
- follow a set of rules.

The whole school community should take part in making the Plan.

Information and records

NSW public schools should follow rules to collect and keep information about student behaviour.

Inclusive schools

Rights are things everyone should have.

Every student has the right to:

- go to school
- learn.

All staff at NSW public schools should understand:

- what a student needs
- how to support them.

NSW public schools must follow laws about being inclusive.

When something is inclusive, everyone can take part.

NSW public schools must also follow laws about supporting students:

- with disability
- from different backgrounds
- with different beliefs
- of any gender or sex
- who live far from cities and towns.

Being fair

NSW public schools must follow a list of rules about making fair decisions.

NSW public schools must be clear about:

- decisions they make
- how they will fix problems.

All students, parents and carers have the right to:

- a fair decision
- be told about a decision about them
- know why something is happening
- talk about their views.

NSW public schools must also give people a chance to appeal a decision they make.

An appeal is when someone asks for a decision to be looked at again.

This happens when the person isn't happy with the decision that was made.

When a decision is looked at again, we check to see:

- if everything was looked at fairly
- if everyone had a fair chance to share information
- what needs to be better
- what the best decision should be.

Supporting students to behave in positive ways

NSW public schools should teach positive behaviour and support student behaviour:

- at different times
- in different places
- with different people.

NSW public schools should support students if they are new to school or move to a different school.

All school staff will:

- support students to behave in positive ways
- clearly teach positive behaviour for students
- use evidence-based practices to learn how to manage student behaviour.

What if a student shows behaviours of concern?

NSW public school staff must follow the Plan when supporting students who show behaviours of concern.

The Plan should tell NSW public school staff how to help students with all kinds of needs.

Suspension

Suspension is when the school asks a child not to attend school for a set period of time.

We say they have been suspended.

When can principals use suspension?

Principals may suspend a student when they have already tried to manage that student's behaviours of concern in other ways.

Principals must think about why they want to suspend the student.

They need to think about:

- the behaviour of concern
- what the student needs
- the student's background.

If a principal thinks suspending a student is the best way to manage their behaviour, they must also think about how:

- it will affect the student
- long it will be

- the student will keep learning.

Principals can only suspend a student if they think a student's behaviour of concern:

- harmed a person
- put a person in danger.

Telling a student they might be suspended

Principals should provide a student and their parents or carers with a formal caution to suspend before they suspend a student.

A formal caution tells a student that their behaviour is putting themselves or other people in danger.

When a principal gives a formal caution to a student they will also think about how to support student to behave in positive ways.

How long can a suspension be?

Students in Kindergarten to Year 2 can be suspended for up to 5 school days.

Students in Year 3 to Year 12 can be suspended for up to 10 school days.

Principals can't suspend a student again straight after they return to school.

Principals can't suspend a student more than 3 times each year. Sometimes a principal can suspend a student for more days or more than 3 times in a year if we agree.

A suspension cannot carry over from the end of one year to the start of the next year.

Suspending a student

There are things a principal must do when they suspend a student.

Within 24 hours of deciding to suspend a student, the principal must tell:

- the student
- the parents or carers
- us.

Everyone must be given a chance to:

- meet
- talk about the suspension.

Principals must make a support plan for the student.

They should work with:

- the student
- the parents or carers
- other school staff.

They must share this plan with:

- the student
- the parents or carers.

Principals must record every suspension in our online system.

What happens in suspension?

The school must check in with the student while they are suspended.

The student must be given support to keep learning.

Going back to school

Principals must let the student come back to school either:

- on the day suspension ends
- before the day suspension ends.

They must also have a meeting to talk about the student coming back to school.

Principals must plan how they will support the student.

Teachers will follow the plan to help the student at school.

What if the problem isn't fixed?

There are things principals must do if problems with a student's behaviour aren't fixed:

- after 3 suspensions
- in one year.

Principals must think about other ways to support the student's learning.

They must send us any documents about the suspension.

We will:

- look at all the information
- work out how to get the student back to learning.

Expulsion

Expulsion is when we tell a student to:

- leave a school
- never come back.

We say they have been expelled.

When can principals use expulsion?

Principals can expel students:

- who show serious behaviours of concern
- when plans to manage how they behave don't work.

Principals can also expel students who are over 17 years old if:

- they don't take part in learning
- how they behave affects other students' learning.

Principals must think about why they want to expel a student.

Principals must keep good records about all the ways they have supported the student.

Principals must look at all the ways they can support a student's behaviour.

They must also think about:

- what the student needs
- the student's background.

Telling a student they might be expelled

Before a principal expels a student they must tell a student and their parents or carers that they are thinking about expelling the student.

The principal must also tell the student and their parents or carers:

- why they are thinking about expelling the student
- what will happen if they expel the student

Expelling a student

There are things a principal must do if they expel a student.

Within 24 hours of deciding to expel a student, they must tell:

- the student
- the parents or carers.

Principals must record every expulsion in our online system.

Finding another school for the student

The student and parents or carers should find a new school or another place they can keep learning if the student:

- is over 17 years old
- didn't take part in their learning.

The principal must find a new school or another place the student can keep learning if they expel a student because of their behaviour.

Principals must find a new school or another place the student can keep learning within 15 school days.

If the principal needs help, they can contact us.

Appeals

Student, parents and carers can appeal a decision if they think the principal:

- made a wrong decision
- didn't follow the rules
- made a decision that wasn't fair.

We say that you are appealing a decision.

Principals must let students, parents and carers appeal a decision to:

- suspend a student
- expel a student.

Students, parents and carers must fill out an appeal form. Only one appeal can be made for each decision.

How long does an appeal decision take?

If the appeal is for a suspension, it takes 15 school days from when the school got the appeal form.

If the appeal is for an expulsion, it takes 20 school days from when the school got the appeal form.

We will look at your appeal.

We will contact you about how the appeal is going.

We will tell everyone who took part what our final decision is.

What can happen when you make an appeal?

If we support an appeal of a suspension, the student must go back to school as soon as possible.

If we support an appeal of an expulsion, the principal must let the student go back to that school if the student wants to.

Reporting unsafe behaviours

If there is an emergency at school, you can call Triple Zero.



000

If something dangerous happened at school, you can contact the Incident Report and Support Hotline.



1800 811 523

If you think a child is at risk of serious harm, you can contact the Child Protection Hotline.



132 111

Word list

This list explains what the bold words in this document mean.

Appeal

An appeal is when someone asks for a decision to be looked at again.

This happens when the person isn't happy with the decision that was made.

Behaviours of concern

Behaviours of concern are things someone does that might put:

- themselves in danger
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Evidence-based practices

Evidence-based practices are different ways to support students that:

- we have read about in research
- work well
- follow a set of rules.

Expulsion

Expulsion is when we tell a student to:

- leave the school
- never come back.

Inclusive

When something is inclusive, everyone can take part.

Rights

Rights are rules about how everybody should be treated fairly things everyone should have.

School Behaviour Support and Management Plan

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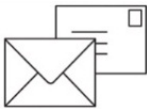
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