

College-wide Behaviour Expectations Matrix

	RESPECT	RESPONSIBILITY
All settings	<ul style="list-style-type: none"> • Treat all furniture, buildings and equipment with respect • Respect yours and other people's property • Be tolerant and respect others' opinions • Attend to personal hygiene • Use only appropriate and polite language • Be courteous and polite at all times • Be honest 	<ul style="list-style-type: none"> • Take every opportunity to learn • Represent your school positively • Look out for your friends – report if they are being bullied • Seek to resolve any conflicts responsibly – abuse or violence are not option
All classrooms and learning areas	<ul style="list-style-type: none"> • Dispose of rubbish appropriately • Respect other people's personal space and avoid distracting other people • Leave your work area clean and tidy • Ensure you are wearing your uniform neatly and remove your hat • Avoid taking food or drink into classrooms or the CHC 	<ul style="list-style-type: none"> • Listen to and follow instructions • Stay seated unless otherwise directed • Stay on task • Ask for help when required and wait patiently for assistance • Return all equipment to the correct location • Use your Student diary to record homework and important information
School grounds	<ul style="list-style-type: none"> • Treat gardens and plants with respect and stay on pathways where possible • Treat furniture with respect – look after outdoor furniture; sit on chairs, not tables • Maintain appropriate contact with other students – avoid any intimate contact • Speak at a reasonable volume – avoid yelling and shouting • Speak respectfully to others • Place all litter in bins 	<ul style="list-style-type: none"> • Report safety issues and accidents to a staff member • Keep personal valuables safe • Follow all reasonable instructions from staff • Place bags in racks or designated areas • Look out for your friends – report if they are being bullied • Remain clear of out-of-bounds areas, including car park areas
Amenities	<ul style="list-style-type: none"> • Leave facilities clean – others will need to use them after you • Respect others' privacy • Wait your turn • Ensure taps are turned off 	<ul style="list-style-type: none"> • Go to the toilet during breaks • Report inappropriate behaviour to staff • Report any damage to staff • Only enter toilet facilities if you need to use them and move out quickly afterwards
Tuckshop	<ul style="list-style-type: none"> • Respect others who are lining up – don't let other people into the line and buy food for yourself only • Follow all instructions given by the supervising staff and canteen staff • Be courteous when ordering food • Place all litter in bin 	<ul style="list-style-type: none"> • Protect valuables by keeping them on your person or leaving at home or at the office • Line up responsibly
Excursions and school activities	<ul style="list-style-type: none"> • Be polite and friendly to peers and others in the community • Follow instructions of staff as requested • Dress appropriately as you are representing your school 	<ul style="list-style-type: none"> • Ensure that your name is recorded before entering the bus • Bring all equipment required for the excursion to school • Ensure that all forms are returned and monies are paid prior to the excursion
Entering and leaving school	<ul style="list-style-type: none"> • Put all litter in the bins • Treat all other students with respect • Make use of cycle path 	<ul style="list-style-type: none"> • If you are late, report to the school office and sign in • Observe all road rules • If leaving early, follow school procedure
Assemblies and performances	<ul style="list-style-type: none"> • Listen respectfully – do not interrupt the performance • Remove hats • Stop talking and listen • Applaud achievements • Be punctual • Leave the area clean 	<ul style="list-style-type: none"> • Listen to staff directions • Be responsible for your actions • Sit with Homeroom in alphabetical order • Use your Student diary to record important dates and other information

	SAFETY	PREPAREDNESS
All settings	<ul style="list-style-type: none"> Follow all reasonable instructions Keep hands and feet to yourself Report any unsafe behaviour, hazards or accidents School is a smoke free zone Chewing gum is not permitted 	<ul style="list-style-type: none"> Be in correct uniform Be on time Bring all necessary equipment and materials Leave banned items at home
All classrooms and learning areas	<ul style="list-style-type: none"> Leave bags in racks or predetermined safe areas Junior students are to line up outside the classroom in 2 straight lines Move in a careful and orderly manner into, around and out of the room Follow set safety procedures Use equipment for designed purposes Sit safely with chairs flat on the floor Pass items carefully – do not throw things 	<ul style="list-style-type: none"> Have the necessary materials for each class Place your Student diary on desk each lesson Be prepared for assessment Have homework completed Be prepared to listen and to participate Have a positive mental attitude
School grounds	<ul style="list-style-type: none"> Walk sensibly around buildings and on pathways Remain in school grounds Keep feet on the ground – avoid climbing on fences, walls, trees or buildings Leave sticks and stones on the ground Be sun safe Play ball games only in designated areas Wear covered footwear Observe safety barriers Only play contact sports with appropriate staff supervision 	<ul style="list-style-type: none"> Arrive on time – move off to classes promptly when the bell rings Bring a hat if you are going to be in the sun
Amenities	<ul style="list-style-type: none"> Wash your hands after going to the toilet Flush the toilet after use Be healthy and avoid taking any food or drink into the toilets 	<ul style="list-style-type: none"> Go to the toilet at break times preferably Take your Student diary with teacher's signature if out during class time
Tuckshop	<ul style="list-style-type: none"> Line up in an orderly manner Place all bags in the racks provided Keep the surrounding area clear – move away if you are not purchasing food Line up safely – avoid pushing and shoving 	<ul style="list-style-type: none"> Have your money ready Order lunch as early as possible
Excursions and school activities	<ul style="list-style-type: none"> Wear appropriate clothing Remain seated when on buses and use seatbelts where provided Follow staff and bus driver instructions Walk calmly on and off buses Follow all rules of any venue being visited 	<ul style="list-style-type: none"> Return forms and payments before the due date Have all equipment needed for the excursion Know where and when the excursion is departing and arrive on time
Entering and leaving school	<ul style="list-style-type: none"> Follow the road rules when riding a bike Walk bikes through school grounds Enter and leave through Ernest Street gates if using a bike Always wear a helmet when riding a bike Always use the pedestrian crossing If catching a bus, wait inside the fence until the teacher directs you to move to the bus 	<ul style="list-style-type: none"> Move directly in and out of school grounds in a sensible manner Once on grounds, remain here unless signed out If arriving on school bus, move directly off the bus into grounds
Assemblies and performances	<ul style="list-style-type: none"> Enter and depart area under staff direction Leave area in an organised and safe manner 	<ul style="list-style-type: none"> Avoid bringing in any food or drinks Have equipment as directed by teachers