



Shepparton East PRIMARY SCHOOL "By Learning, We Grow."



Caring is the Shepp East Way!!

PBS student handbook
2021

Welcome

Dear Parents and students,

Welcome to Shepparton East Primary School and to a new year of learning, fun and working together to build our positive and happy school environment.

We look forward to working together with our parents, students, staff and local community to ensure everyone is recognising and following our School Wide Positive Behaviour Support (PBS) model.

This handbook will help to remind our students and families of the expectations we all have of each other in ensuring we are happy and thriving at school.

It tells us what Caring for Yourself, School, Learning, and Others looks like, sounds like and feels like. These values are demonstrated and spoken about frequently in our day and we ask that you sit together as a family to review this booklet to ensure we are all familiar with its contents.

As always, our door is always open should you have any questions about PBS.

Sincerely,

Trent McCrae
Principal



Our Values

At Shepparton East Primary School, we want to feel happy, safe and ready to learn. To help us feel this way at school, we have four values:

Care for Yourself

Care for Others

Care for your Learning

Care for your School

When we learn about our school values, these are the areas that we will talk about:

- In the classroom
- In the yard
- Eating time
- Toilets
- Transitions & excursions

Our teachers use our PBS Matrix to help teach us how we need to act and how we can help ourselves and others feel ready to learn and play. Our matrix shows us what is expected when we are in the different areas in our school. Our teachers help us to learn these skills so we know how to make positive choices and help everyone to be happy and safe at school.



SHEPPARTON EAST PRIMARY SCHOOL

WHOLE SCHOOL EXPECTATIONS & VALUES

IN THE CLASSROOM

- Arrive to class on time
- Stay focussed on learning tasks
- Listen to and follow all instructions
- Keep passwords and personal information confidential

IN THE YARD

- Walk on paths and around corners
- Stay inside the school boundaries
- Use play equipment correctly
- Wear your hat and sunscreen Term 1 & 4
- Think, then act...
- Ask a teacher for help if you cannot solve a problem

EATING TIME

- Clean hands before eating
- Stay seated in eating times
- Eat your own food

TOILETS

- Wash your hands with soap
- Use toilets before school and in break times

TRANSITIONS & EXCURSIONS

- Walk inside at all times
- Use correct door for entering and exiting
- Follow all safety rules
- Stay seated when instructed



IN THE CLASSROOM

- Allow others to focus on their learning
- Respect everyone's differences
- Speak politely and with a friendly tone
- Use technology when given permission

IN THE YARD

- Play school approved games
- Share play equipment and take turns
- Leave personal items at home
- Make green choices

EATING TIME

- Use your manners when eating
- Use eating time for finishing food
- Keep conversations for play times

TOILETS

- Respect other's privacy
- Once hands are washed, leave the room
- Use a quiet voice and keep conversations for outside

TRANSITIONS & EXCURSIONS

- Keep hands and feet to yourself
- Walk safely at an appropriate distance
- Keep noise to a minimum
- Show whole body listening when leader is speaking



IN THE CLASSROOM

- Show whole body listening
- Use a quiet voice
- Begin tasks on times and do your best
- Have a go before asking for help
- Access only the given task when using technology

IN THE YARD

- Follow game rules
- Self umpire
- Give new games a go
- Show good sportsmanship and take your outs

EATING TIME

- Use eating times to eat
- Focus on finishing our food during eating times

TOILETS

- Use break times for toileting
- Ask permission during learning time
- Use quietly and return promptly to class

TRANSITIONS & EXCURSIONS

- Use toilet and get drink when music starts
- Line up before the end of the music
- Listen and follow all instructions



IN THE CLASSROOM

- Keep classroom clean
- Return items to their correct spot
- Be respectful in what you say and write
- Carry equipment safely

IN THE YARD

- Play away from gardens
- Return sports equipment to classrooms
- Use equipment correctly
- Play in correct areas

EATING TIME

- Limit the rubbish you bring to school
- Place rubbish in bin before going out to play
- Leave your eating space clean

TOILETS

- Place paper towel in the bin
- Flush only the correct items
- Leave area neat and clean

TRANSITIONS & EXCURSIONS

- Walk on paths away from gardens
- Speak and move quietly
- Wear full and correct uniform



CARING IS THE SHEPP EAST WAY!

SPOTTO's & ACKNOWLEDGMENT

When we are showing our school values and making positive choices, our behaviour can be acknowledged with a sticker called a SPOTTO. Everyone has a SPOTTO chart in their classroom where we can collect our stickers.



When we collect different amounts of SPOTTO's, we can cash them in. It is really exciting to cash in SPOTTO's and every year our school chooses different things we can achieve.

Some of the things we can work towards include having lunch with a special friend, rent your teacher's chair, or having a special toy on your desk.

When we are ready to cash in our SPOTTO's, we tell our classroom teacher. They help us to organise our choice then get it signed off on our chart.

Everyone who cashes in their SPOTTO's receives a certificate and gets to stand up at assembly. It's exciting to share our achievements with the whole school.



SHEPPARTON EAST PRIMARY SCHOOL

SPOTTO ACKNOWLEDGMENT REWARDS



<h1 style="font-size: 48px; margin: 0;">10</h1> <ul style="list-style-type: none"> Be featured on the PBS board. Read a story to the class. Teacher to send a postcard home. Share a special piece of work with the Principal. Write your name on the SPOTTO window. Have a stuffed animal at your desk. Eat lunch with a friend on a Friday. Have your profile in the newsletter. 	<h1 style="font-size: 48px; margin: 0;">20</h1> <ul style="list-style-type: none"> Share something with the class. Display a special piece of work at the office for a week. Invite your parents or special friend for a special lunch at school. Rent your Teacher's chair for the day. Swap bag boxes. Teach your class a special skill you have. Choose who you sit next to for a day. 	<h1 style="font-size: 48px; margin: 0;">30</h1> <ul style="list-style-type: none"> Go to another class to work for a lesson. Listen to music while you work for a day. Be the Teacher's Assistant for the day. Choose the topic for a Big Write. Choose what game your class plays for sport. Choose order of the timetable for a day. 	<h1 style="font-size: 48px; margin: 0;">40</h1> <ul style="list-style-type: none"> Lead the Class Meeting. Eat lunch with the Principal or a teacher of your choice. Plan a lesson and replace your Teacher. Rent the Principal's chair. Be a PE assistant for the morning. 	<h1 style="font-size: 48px; margin: 0;">50</h1> <ul style="list-style-type: none"> Come out of uniform for a day. Receive an iPlay Voucher. Receive a Go Jump voucher. Receive a \$10 iTunes Voucher. Join another class for the day.
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Year 6 Care Teams

Every Year 6 student is a part of a Care Team, these teams are names after our School Values: Care for Yourself, Care for Others, Care for your Learning and Care for your School.

What do Care Teams do?

Care Teams work together to help our school community in a way that shows their value. For example, the Care for Yourself team helps organise lunchtime activities, the Care for your School team is responsible for keeping our school communication board up to date, the Care for Others team have been helping us to learn about composting our fruit scraps and the Care for your Learning team is helping keep our library clean.

Our Year 6's want to help school to be fun, they even organised a life size chessboard for us to play with.



How our teachers help us

Our teacher's work really hard to teach us the skills we need to be the best person we can be. Some of the ways our teachers help us are:

- Telling us when they see that we're doing our best and using SPOTTO's
- Teaching us the school values and behaviours on our matrix
- Showing us the right way to behave if sometimes we don't make a good choice
- Setting up our learning environments to help us learn and feelsafe.

There might be times when we don't show our school values properly and we need to be reminded of what is expected. Our teachers will work with us to remind us of what we should do, and sometimes they might get us to reflect on our choices by filling out a Behaviour Reflection Form.

This form helps us to stop and think about the choice we made, and how we will act next time.



PBS Behaviour Reflection Form

Name: _____ Date: _____



PBS Behaviour Reflection Form

Name: _____ Date: _____



What happened? (Who? What? When? Where? Why?)

What happened? (Who? What? When? Where? Why?)

Value I need to practise....



How did I feel?



How did others feel?



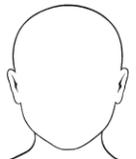
Value I need to practise....



How did I feel?



How did others feel?



What green choice will you make next time? How will you solve this problem?

Draw a picture showing this.

What green choice will you make next time? How will you solve this problem?

What to do if I need help

Sometimes people don't always make a positive choice and it can make people feel sad, hurt and unsafe. At school, our teachers and staff want us to feel happy and safe at all times, so if we are having a problem with someone, this is what we can do.

TELL THEM TO STOP

If someone is not being nice, that's not ok.

Tell them to stop, that you do not like it, and move away from them.

If you are hurt go straight to a teacher.



IF THEY DON'T STOP

If the person does not stop, then we need to ask for help. Go to a teacher and tell them what has happened.



HOW THE TEACHER WILL HELP

The teacher will listen to you, and then speak to the other person/s.
When people don't make positive choices, the teacher will help to teach them the positive way to behave and act at school.



WHAT IF IT HAPPENS AGAIN

If we have another problem with this person, we need to talk to a teacher again.

Sometimes people need extra help to learn how to make positive choices.

Our teachers want to help us, so we need to make sure we share our problems with them so they can keep helping us.

There will be times when our teacher will ask Mr McCrae or Mrs Willaton to help with a problem, and if we are feeling sad we might even catch up with Mark for a chat.