Mosman Preparatory School

School Registration

Student Discipline Policy and Procedures

Introduction

The School is required to have a student discipline policy that is based on principles of procedural fairness and prohibits corporal punishment.

Purpose and Objectives

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity. Behaviour guidance is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment. This Student Behaviour Policy and Procedures are part of the framework through which the School manages student behaviours and discipline.

Scope

This Policy and its Procedures apply to all staff, volunteers and contractors at the school.

Responsibilities

Teachers' Responsibilities

To support teachers in attaining and maintaining Proficient Teacher accreditation, the School encourages teachers to take responsibility for managing challenging behaviour by establishing and negotiating clear expectations with students and addressing discipline issues promptly, fairly and respectfully.

To support experienced teachers in attaining and maintaining Highly Accomplished Teacher accreditation, the School encourages experienced teachers to take responsibility for developing and sharing with their colleagues a flexible repertoire of behaviour management strategies using expert knowledge and workplace experience.

To support highly experienced teachers in attaining and maintaining Lead Teacher accreditation, the School encourages highly experienced teachers to take responsibility for leading and implementing behaviour management initiatives to assist their colleagues to broaden their range of strategies.

Policy

Student Discipline

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Policy sets the framework through which Mosman Preparatory School manages student discipline.

Strategies to Promote Good Discipline

The School seeks to develop a culture of positive discipline by setting clear expectations of students and encouraging positive behaviour. Strategies for developing this culture include:

- clearly setting behaviour expectations
- establishing specific teaching and learning programs
- communicating expectations with the wider School community
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structured merit awards
- maintaining records with respect to student behaviour.

Prohibition of Corporal Punishment

It is our policy that:

- we prohibit corporal punishment
- we do not explicitly or implicitly sanction the administering of corporal punishment by non-School persons, including parents/carers, to enforce discipline at the School.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include dismissal.

Procedural Fairness

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of procedural fairness include the right of students to:

- know what the rules are and what behaviour is expected of them
- have decisions determined by a reasonable and unbiased person
- be informed of, and have an opportunity to respond to, any allegations against them
- be heard before a decision is made
- have a decision reviewed (but not to delay an immediate punishment).

Mosman Preparatory School is committed to ensuring procedural fairness when disciplining a student.

School Rules and Expected Standards of Behaviour

Students are expected to abide by the rules of the School, and the directions of teachers and staff.

Examples of written rules that students are expected to follow are dealt with in:

- Student Code of Conduct
- School Rules
- School Uniform Policy
  School Uniform Note
- Bullying Prevention and Intervention

Consequences

There are a range of consequences that students will face if they breach School rules or are disobedient. These include:

- warnings or reprimands (verbal or written)
- time outs
- clean up duties
- cancellation of privileges
- withdrawal from School activities
- detentions
- suspension
- expulsion
- exclusion.

A decision to suspend or expel a student may only be made by the the School's Deputy or the Headmaster.

Individual Behaviour Management Plan

Where the level of misbehaviour breaches the School’s Code of Conduct, individual behaviour management plans may be made.

Plans will be negotiated between School staff, students and parents/carers, and will consider the student’s:

- age
- developmental needs
- behavioural context.

The desired behaviour of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

The School will refer the student to other support available and review, assess, change and modify the plan as needed.

Procedures

Procedures for Suspension, Expulsion and Exclusion

Mosman Preparatory School has developed specific procedures that must be followed when considering the suspension or expulsion of a student. Refer to our School Suspension policy.

Implementation

The School Council and Headmaster are responsible for the effective implementation of this Policy.

Definitions

Term	Definition
Suspension	Suspension is a temporarily removing a student from all their normal classes.
Expulsion	Expulsion is permanently removing a student from the school.
Exclusion	Exclusion is preventing a student's admission at another school, where an exclusion policy or agreement exists between the schools.

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Source of Obligation

The NSW Registration Manual (B9.1) requires the School's discipline policy to be based on principles of procedural fairness. The policy must either expressly prohibit corporal punishment or clearly and exhaustively list the school's discipline methods, plainly excluding corporal punishment. A school cannot explicitly or implicitly sanction corporal punishment by non-school persons (such as parents) to enforce discipline.

Related Policies and Procedures

- Student Code of Conduct
- School Rules
- School Uniform Policy
  School Uniform Note
- Bullying Prevention and Intervention

Policy Administration

VERSION NUMBER	V3.11.26

Reviewed:

2024

July 2025

February 2026

November 2026