



Northholm Grammar

STUDENT MANAGEMENT POLICY (SECONDARY YEARS)

POLICY OBJECTIVE

This policy aims to provide a safe and caring environment for our young men and women, which fosters respect for others.

POLICY STATEMENT

The management of students at Northholm Grammar is undertaken within the framework of the school's commitment to Pastoral Care and hence a commitment to work in partnership with students and parents/carers. Student management is practised as a whole school approach at Northholm Grammar and is based upon respect for self, respect for others and respect for the proper use of authority. It always involves listening, acceptance, apology and forgiveness.

The overall well-being and growth of each individual; and the welfare of the entire School community, is intrinsic to the management of students. The just and equitable treatment of students and the maintenance of their dignity are principles that underpin this policy. A primary focus at Northholm Grammar is to assist students to develop a genuine sense of social responsibility for themselves and the wider community.

Student management practices focus on developing self-discipline within students and for students to understand that there are consequences to their actions. Northholm Grammar affirms and rewards positive behaviours and intentions. Behaviours that have an adverse impact on the individual student and those around them may require sanctions.

In line with the Education Act 1990 amended by the, Education Reform Amendment (School Discipline) Act 1995; it is reinforced that at Northholm Grammar, the Student Management Policy does NOT permit corporal punishment in the discipline of students attending the school. Northholm Grammar expressly prohibits the use of corporal punishment by any staff member or member of the wider community to enforce discipline at the school.

The principles of procedural fairness are followed in regard to the follow-up of any behaviour issue.

As a community of students, staff and parents/carers, we believe that we have the following rights and responsibilities:

Student Rights:

- To be treated justly and to be valued as an individual
- To feel safe and secure and to be free from discrimination and intimidation
- To be provided with a safe and healthy school environment;
- To have a positive and supportive atmosphere that is conducive to learning
- To be provided with a quality education that caters for individual differences in ability and talents and that develops the whole person

Student Responsibilities:

- To treat others justly and value them as individuals
- To contribute to a safe and secure school that is free from discrimination and intimidation
- To work together to maintain an environment which is safe, healthy and clean
- To have a positive and responsible attitude towards learning and to respect the right of all students to learn
- To promote and enhance a positive image of the School by observing all School rules

Parent/Carer Rights:

- To know that their child will be treated justly and be valued as an individual in the light of Christian values
- To be kept informed of events occurring at the School through the various modes of communication
- To be consulted via appropriate forums on relevant matters concerning their child and their education
- To be heard through clearly identified School channels and have their opinions valued and respected in matters relating to their child's education, welfare and spiritual development

Parent/Carer Responsibilities:

- To work in partnership with the staff to ensure the best possible educational outcomes for their child
- To inform the School of any matters (social, emotional, physical or learning) that may impact on their child's welfare in a timely manner
- To support the school's programs in meeting the educative needs of their child
- To meet their obligations in relation to all matters relating to their child's education as stated in the School Enrolment Policy
- To ensure that their child attends the School (as required by the NSW education Standards Authority) and in times of approved leave ensures their child completes any learning activities/assessment that may be missed
- To work with the School in the implementation of rules, regulations and procedures as identified in the Student Management Policy and outlined in the School Diary

Complaints – all complaints regarding the management of students will be dealt with as per the Northholm Grammar Resolution of Complaints Policy. This policy can be accessed on the School website.

Expectations of students

The students at Northholm Grammar make a commitment to show respect for themselves, all members of the School community and their property. Students are expected to always conduct themselves in a manner befitting the School's ethos and to take an active role in the School in contributing to its good reputation.

They undertake to:

- Show self-discipline and take responsibility with a growth mindset for their actions
- Complete all School tasks to the best of their ability and submit all School tasks on time
- Actively participate in School events
- Be honest in their dealings with other students, members of staff and parents/carers

- Be just and fair in the way they speak about and treat other students and members of staff
- Be open and accepting of others by including them in their activities and friendships
- Be polite, well-mannered and considerate to all – both inside and outside of the School
- Be co-operative and follow instructions and directions
- Be aware of the safety of themselves, others and their environment
- Be punctual
- Meet commitments made to others and the School
- Wear all School uniforms correctly
- Comply with the regulations and guidelines as set out in the Student Diary and school Policies
- Make amends and accept consequences if they have breached the expectations of the School
- Undertake to care for the environment by actively keeping playground and classroom areas clean and tidy; free from graffiti and litter

Expectations of staff

The staff at Northholm Grammar make a commitment to promote the Christian values of the School in their interaction with students. They recognise that each student is an individual and each class is a special community. They endeavour to create an environment in which teaching and learning can take place. They undertake to:

- Treat students with justice, consideration and compassion
- Allow students the opportunity to express themselves in a fair and just manner
- Listen to students and try to understand their viewpoint
- Involve students, where possible and appropriate, in decision-making situations
- Manage student behaviour in a way that endeavours to avoid embarrassment to the individual
- Keep order in the class by creating a firm and caring atmosphere that supports a positive learning environment
- Start lessons and Tutorial Group punctually
- Provide lessons that are well prepared, appropriate and challenging to the group
- Support the different learning needs of each individual student
- Mark and return student learning activities received by the due date within a reasonable time and with meaningful feedback
- Avoid applying group consequences
- Comply with School student welfare policies and procedures

Raising concerns

It is important that parents/carers and staff work closely together – in partnership. If there are any concerns or problems, then a solution can most often be reached if members of the community work on it together. If there are disruptions or stress within families, then it is very helpful for Northholm Grammar to know so that further support can be provided to a student at School.

Who to Contact		
If a student has problems with a particular subject or co-curricular area	THEN	the parent/carer should contact the teacher for that subject or co-curricular activity FIRST.
If a student has problems with a particular assessment task, due date and so on	THEN	the parent/carer should contact the relevant Subject Teacher and Head of Department.
If a parent/carer has any concerns about a student's work progress over a number of subjects, their lack of focus or motivation, peer relationships and so on	THEN	the parent/carer should contact their child's Tutor and Head of Year.

For matters of a serious concern the Head of Pastoral the Deputy Principal and the Principal are available. Parents/carers are advised to phone to make an appointment.

Behaviour management and referral

Northholm Grammar has a number of policies, regulations and guidelines so that students can achieve their common purpose of becoming the best versions of themselves. These regulations are meant to safeguard the rights and reputation of each student individually and the school as a community with Christian values. It is hoped that every student at this school will have such respect for themselves and for their school that they will do their best to meet expectations. Failure to follow these policies, regulations and guidelines is a failure in personal responsibility. If this happens, behaviour management referral will be taken as detailed below:

Tutor

House Tutors are responsible for implementing strong mentoring and have the responsibility for dealing with issues of discipline as they occur such as:

- Punctuality
- Absences
- Rudeness
- Dishonesty
- Lack of organisation
- Non-cooperation
- Behaviour changes
- Appearance and uniform
- Diary checking

Subject Teacher

Subject Teachers are responsible for implementing sound and just discipline and have the responsibility for dealing with issues of discipline as they occur such as:

- Punctuality
- Non-completion of work
- Lack of organisation
- Non-cooperation
- Poor classroom behaviour
- Poor effort, attitude and commitment to meeting classroom expectations and learning activities
- Appearance and uniform

School Counsellor

Heads of Year (after consultation with Tutors and Subject Teachers) can refer students to the School Counsellor in regard to any issues, and inform the Head of Pastoral and the Deputy Principal.

Head of Year

A Teacher should refer to a student's Head of Year and Tutor when there is a pattern of behaviour including:

- Constant lateness
- Continual absences
- Poor appearance and uniform
- Illness and major health issues
- Consistent rudeness
- Social & personal issues
- Unusual behaviour and changes
- Behaviour problems
- Repeated misbehaviour outside of class
- Bullying
- Lying and forgery
- Major family and personal concerns
- Theft issues
- Notification to parents/carers
- Enquiries from parents/carers

Head of Department

A Subject Teacher should refer to a student's Head of Department when there is a pattern of behaviour including:

- Continual non-cooperation
- Drastic changes in behaviour
- Repeated failure to complete homework, assignments or have necessary equipment
- Non-observance of safety rules
- Academic special needs
- Misbehaviour on excursion
- Behaviour problems in class unable to be managed or resolved
- Inappropriate choice or difficulties with subjects
- Level of subject
- Plagiarism and cheating
- Non-completion of assessment tasks
- Notification to parents/carers
- Subject specific enquiries from parents/carers
- Ongoing poor effort, attitude and commitment to meeting classroom expectations and learning activities

Head of Pastoral/Deputy Principal**Pastoral Attentiveness**

A Head of Year should refer to the Head of Pastoral and Deputy Principal for repeated patterns of student behaviour including:

- Whole or partial truancy
- Major psychological issues such as depression and/eating disorders
- Continued bullying after intervention
- Erratic behaviour
- Smoking/Vaping
- Drug and alcohol use
- Stealing
- Vandalism
- Any other illegal activity
- Physical and verbal abuse of others
- Students deemed at risk and those
- requiring notification to FACS

Director of Studies**Academic Intentionality**

A Head of Department should refer to the Director of Studies for repeated patterns of student behaviour including:

- Non-completion and non-submission of assessment tasks
- Plagiarism and cheating in an assessment
- Inappropriate choice of subject
- Disability provisions for Preliminary and HSC implemented by a Head of Department and/or Diverse Learning
- Notification of student non-compliance with course requirements
- Ongoing poor effort, attitude and commitment to meeting classroom expectations and learning activities

School Principal

Ongoing and serious behaviour management problems that remain unresolved or difficult and place the student and others within the School community at risk are then referred to the Principal by the Deputy Principal and /or Director of Studies.

After School Detention

Friday afternoon detention is conducted from 3pm – 4pm and is supervised by a member of the Leadership Team on a rotational basis. To place a student on an afternoon detention:

- The teacher speaks to the relevant Head of Year; together it is determined whether or not the detention is appropriate and warranted
- The detention is entered by the teacher on the School Management System- this is the usual way of notifying parents/carers that their child is required for detention, however the teacher must also email the parent/carer to inform them of the detention and the reason behind it.
- The teacher supplies the appropriate learning activity to be completed (for an academic detention) or liaises with the Head of Year for an appropriate activity to complete (for pastoral detention).

Students and parents/carers are notified in writing.

During after School detentions students will be asked to complete a set activity or activities.

Suspension and Expulsion

Suspension may be in School or out-of-School. The most serious of the possible consequences referred to in this policy are the out-of-School suspension and the discontinuation of enrolment (referred to below as suspension and expulsion respectively).

Suspension

Suspension is the temporary withdrawal of a student's right to attend School and/or School activities for a specified period of time.

The Principal or the Deputy Principal may suspend a student. Without limiting the circumstances in which this may happen, students may expect to be suspended where there is unacceptable behaviour that conflicts the values, expectations and ethos of the School.

A student may be suspended with immediate effect. Without being exhaustive, students may expect to be suspended where:

- Their behaviour or threatened behaviour puts at risk the safety of students or staff
- They are found to possess illegal drugs, substances suspected to be illegal drugs or substances represented by the students to be illegal drugs
- They possess a weapon or an object which they use or threaten to use as a weapon
- An investigation of an allegation needs to take place and if it is safer for all students concerned that the student alleged to have breached School expectations is not at School, then they will be directed not to return until the matter is resolved.

When a student is suspended, Northholm Grammar will organise a program of study for the student appropriate to the length of suspension.

As soon as possible after a student has been suspended, the Principal or, Deputy Principal will convene a suspension resolution meeting with the student and their parent/carer to discuss the basis on which the suspension will end and the student returns to normal schooling.

If the parents/carers are unable or unwilling to attend that meeting, the Principal or their delegate, after consideration of all the circumstances, may determine the basis upon which the student may return to normal schooling. If the student or their parents/ carers are not willing to have the student return to normal schooling upon that basis, the Principal may notify the parents/carers of the possibility of expulsion and follow the procedure set out in this policy for expulsion.

Expulsion

Expulsion is the permanent withdrawal of a student's right to attend Northholm Grammar.

The Principal may expel a student. Without limiting the circumstances in which this may happen, students may expect to be expelled where:

- They have engaged in any of the misconduct which can lead to suspension
- They have behaved in a way which seriously undermines the ethos of Northholm Grammar
- Ongoing and unarrested lack of academic effort and poor attitude towards learning
- Their behaviour has put at risk the wellbeing of Northholm Grammar, its staff, its students or any member of its community
- They have sold or distributed illegal or other harmful substances (including cigarettes, alcohol, vapes and illegal drugs)
- They have engaged in repeated breaches of 'School Expectations of Students'
- They have consistently and deliberately interfered with the educational opportunities and endeavours of other Northholm Grammar students
- They have engaged in conduct of a criminal nature

The Chair of the School Board will be informed of any prolonged suspension and/or expulsion.

Procedural fairness – suspension and expulsion

Northholm Grammar acknowledges that suspension and expulsion have serious consequences for students. Accordingly, Northholm Grammar is committed to adopting procedures in relation to suspension and expulsion which are in all respects fair and appropriate, and which are designed to avoid practical injustice.

Accordingly, Northholm Grammar will normally:

- Fully inform a student and their parent/carer of the student's alleged misconduct
- Give the student and their parent/carer the opportunity to provide a response
- Ensure that the alleged misconduct is properly investigated
- Ensure that the person who makes a final decision acts fairly and without bias
- In particular, where a student is to be or has been suspended or is facing the possibility of expulsion, to ensure fairness, the following steps will normally take place:
 - A member of the Senior Leadership Team or an appropriate Leader appointed by the Principal will investigate the alleged misconduct as soon as possible, the investigator will:
 - Inform the student and their parent/carer of the suspension or possible expulsion
 - Provide to them copies of relevant policy and procedure documents
 - Provide to them details of the student's alleged misconduct and any matter adverse to the student which has come to the investigator's notice
 - Northholm Grammar will make available to the student a member of the Pastoral Team to assist the student and her parent/carer to prepare a response to what has been alleged;

- The investigator will give the student and their parent/carer opportunity to respond in person and/or in writing to what has been alleged and to what is proposed (suspension or expulsion)
- The investigator will consider any response given together with all other relevant material and will make any enquiries that are warranted by the student's response before reporting to the Principal.
- The decision-maker will consider all relevant material, including the student and their parent/carer's response to what has been alleged and to what is proposed, and both internal and external strategies that have been tried to that point, before any final decisions are made
- The decision-maker will inform the student and their parent/ carer of those final decisions (normally in person)
- The student will be offered counselling support

While Northholm Grammar is committed to providing the student and their parent/carer with details of the alleged misconduct, this does not mean that the student or their parent/carer are always entitled to the names of those who have made allegations or who have assisted in the investigation, or any outcome that relates to those students.

Expulsion Appeal Process

In the case of expulsion students and parents/carers who consider that correct procedures have not been followed or that an unreasonable decision has been made may appeal.

Appeals must be in writing, addressed to the Principal stating the grounds on which the appeal is being made and lodged with the School within 5 school days of the decision to exclude the student.

Upon receipt of the appeal, the Principal will refer the matter to the Governance and Risk Management Committee which is part of the School Council, who will conduct an investigation to consider whether procedural fairness has occurred and that an unreasonable decision has been made. At the completion of the investigation, the student and parent/ carer will be informed of the outcome of the investigation and the grounds on which the review of expulsion has been either upheld or declined. Written confirmation of the outcome will be given to the parent/carer. This will occur within 10 school days of receipt of the appeal.

Updated May 2026
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