**Discipline Audit**

**Executive Summary – Prospect Creek SS**

**Date of Audit: 23 June 2014**

**Background:**
Prospect Creek SS is located in Biloela, 121 kilometres south west of Gladstone, in the Central Queensland education region. The school has been offering learning opportunities to the community since 1935 and has a current enrolment of approximately 37 students. The Principal, Jo Northey, was appointed to the position in 2013.

**Commendations:**
- The school’s positively stated school wide behaviour expectations: *Be Responsible; Be Safe; Be Respectful; and Excel*, are visible throughout the school and readily identified by staff members and students.
- There are minimal behavioural incidences at the school and an increased focus on teaching and learning. This is reflected in long term academic improvement data on NAPLAN assessment in students achieving National Minimum Standards (NMS).
- The importance of attendance has been strongly promoted throughout the school community. Whole school attendance data is presented regularly in the school newsletter and all parents receive an individual student attendance report at the end of every term.
- There is a high level of parent and student satisfaction in terms behaviour management achieved in the Department’s annual *School Opinion Survey* (SOS) data.

**Affirmations:**
- The Responsible Behaviour Plan for Students (RBPS) has recently been reviewed by staff members and the Parents and Citizens’ Association (P&C) to ensure it reflects current practice around behaviour management.
- Posters are displayed in a number of areas throughout the school detailing what the expected behaviours in that specific area are.
- Separate Years 6 and 7 *Expos* are held by the local secondary school with representatives visiting senior students from the school to assist in the preparation for Junior Secondary.
- *Student of the Week* awards are presented to students who display positive behaviours and are then entered into OneSchool as data.

**Recommendations:**
- Produce formalised lessons based on the school wide behaviour matrix and document the delivery of the explicit teaching of these expected behaviours.
- Introduce an A to E Matrix for both behaviour and effort to help guide teacher judgement when reporting on student achievement to parents. A moderation process around this matrix will provide even greater consistency of judgement.
- Continue to ensure OneSchool is used to report positive and inappropriate behaviours. Provide clarity amongst all staff members on when a OneSchool report must be made. Professional development in the use of OneSchool is to be part of this process.
- Initiate a process that provides opportunities to regularly and formally review the data captured through an introduced whole school reward and discipline process. Ensure that this regular data review is added to the school data plan and that minutes of these meetings are recorded.
- Ensure that the *Professional Learning Plan* (PLP) provides opportunities for staff members to participate in professional development around behaviour management and is included in individual staff members’ Performance Development Plans.
- Adopt a flowchart system that provides staff members and students with clarity of where they are in terms of minor behaviours and the consequences linked to the differing stages of the process. The introduction of a formal playground reward and monitoring system is to be included in this review system.