

Restorative Practice – Putting Things Right

Restorative Practice provides opportunities for students, teachers and caregivers to share their feelings, build relationships and solve problems. When there is wrongdoing, we must all pay an active role in addressing the wrong and making things right.

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The Questions and Process - What should Students ask themselves?

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| 1. Tell the story - What happened? | What |
| 2. Explore the harm - Who do you think has been affected? In what ways? | Affect |
| 3. Repair the harm - What needs to be done to put things right? | Repair |
| 4. Move forward - How can we make sure this does not happen again? | Move |

SCHOOL RULES AND EXPECTATIONS

Waitākere College students have the right to learn in a safe environment. Everyone in this school, both staff and students has the right to be treated with respect

Most Waitākere College rules and expectations are obvious and based on common sense and respect for the learning rights of all students. They are explained in the 'Code of Conduct' and 'The Waitākere Way'. Expectations of behaviour, day-to-day School Routines and Uniform Regulations are displayed on classroom bulletin boards, at the Student Centre and on notice boards around the school. All students should become familiar with these expectations and endeavour to meet them.

LET COMMON SENSE BE YOUR GUIDE!

NOT KNOWING IS NOT AN EXCUSE!

Learning and Behaviour:

- **All students have the right to benefit from uninterrupted learning, just as all teachers must be able to teach without disruption or lack of cooperation.**
- **All students must respect and support these rights by taking personal responsibility for their own behaviour, showing respect for staff and fellow students and promoting a positive learning experience.**
- **Homework and assignments should always be completed and presented to a high standard and on time.**
- **In all circumstances, students MUST do as requested by staff immediately and without question.** (There are opportunities to seek clarification later from staff members, Tutor Class teachers, House Leaders and Deans)

Attendance:

- **Attendance and punctuality are important. Students should attend school every day** and be punctual to school and all classes. Explanation is required for all absences and lateness. **Truancy is regarded seriously** and dealt with by disciplinary consequences or referred to official agencies. Serious truancy may lead to legal action.
- **NO students may leave the College campus during the school day**, without special permission from the Student Centre. Wherever possible, appointments should be made outside of school hours.

Day-to Day Routines

- **No student should bring any item to school which is not absolutely necessary** during the normal school day. This applies particularly to all prohibited, dangerous or valuable items including illegal or restricted drugs and paraphernalia.
- **Cellphones , music players and iPads must be turned off and safely stored in your locker, bag or pocket at all times while in class;** except where use is authorised by staff for curriculum purposes.
- **The school takes no responsibility for any such items** brought to school which are lost or stolen. **Prohibited items may be impounded by staff** and returned to parents when possible and convenient. Take care of **and name all personal items**. Some lockers are available. (details from the Student Centre)
- **Students must not invite or encourage outsiders into the College.** Students should not associate with outsiders on campus or at boundaries. Parent/caregiver access to their child must be through the Student Centre.
- **Students are not to congregate on their way to or home from school** in parks, at shops or any other place. You should come directly to school and go directly home. Where this is not happening, parents will be contacted. This is a matter of safety and good sense and important to the impression made by students on our community.
- **Some areas of the College grounds are out of bounds.** Students must be aware of these areas and not be in them. Out of bounds areas are not suitable for students for safety reasons or are limited to certain types of use.
- **It is College policy that students must have permission** from the Associate Principal if they wish to bring a motor vehicle to school. Permission is granted based on genuine need. Normal license conditions apply.
- **A clean environment is a shared responsibility.** Please assist by picking up litter even if it is not yours, especially when asked to do so. Litter is unacceptable. There are many bins. Please use them.
- **Eating or drinking is not permitted in corridors, classrooms, the gymnasium or the assembly hall.** Chewing gum is not permitted on the school grounds

What happens if you break rules of respect for others, classroom expectations or behaviour?

- **In classrooms**, teachers may ask you to fill out a form to reflect on what has happened and to understand how you might have behaved to meet expectations. They will discuss this with you. This is called a **restorative practice**, because it tries to restore things to where they should have been before you caused a disruption in the classroom. The key thing is for you to see that you have harmed the learning of others and to prevent this occurring in the future. Most minor incidents can be resolved between teachers and students when they occur if you participate in respectful and sensible discussion and accept responsibility for your own actions.
- **Around the school grounds**, staff and senior students may tell you not to do something which breaks our common expectations of acceptable behaviour, safety or respect for people and property. Behaviours, actions and symbols that undermine the culture of the school will not be tolerated and will be addressed. In some cases, there are consequences for unacceptable behaviour.
- **Where problems continue or are not resolved or where more serious issues occur**, the matter is often referred to your Dean and may also involve parent/caregiver contact.
- **Restorative Justice Conferencing** is used in more serious cases, bringing together everyone affected by the behaviour. Typically the families of the wrongdoer, any person harmed, the teachers concerned, guidance staff and senior staff may also attend. Everyone gets to speak as to how the matter has affected them. The wrongdoer gets to see how their action has affected others and to examine how they might make the situation right for the future.
- **Waitākere College increasingly uses restorative thinking** to enable students to accept responsibility and resolve situations.

Uniform and Grooming:

- **It is the responsibility of students to know and follow all uniform regulations.**
- **First impressions count.** The College expects all students to be well behaved, courteous and appropriately dressed **in full and correct uniform** from the time they leave home for school, until they arrive home again.
- **Waitākere College believes that well-groomed students, wearing uniform correctly show pride in themselves and their College.**
- **The College reserves the right to decide on the acceptability of all items of uniform.**
- **No uniform may be altered without the permission of the College: e.g. length or 'style', etc.**
- **Uniform which is unclean or in an unsatisfactory state will not be accepted.**
- **All non-uniform items may be impounded** and parents contacted for collection.
- **Students needing to temporarily wear any non-regulation item of uniform must bring a note explaining the situation** and report to the Student Centre to obtain a permit or loan items. Full, correct uniform is a priority.
- **Items other than those brands and styles listed in the prospectus will not be accepted.**

Wearing Uniform Correctly Means ...

- **It will be clean, tidy, unmarked and in good condition** (or be replaced).
- **Shoes must be clean, plain black, polished finish dress or school shoes of a style approved by the College.** Details are available from the Student Centre and Main Office.
- **Trousers and shorts must be at waist height, preferably. T shirts must be white and only visible at the neck. Year 13 Dress shirts worn with a tie must be tucked in**

Suitable Grooming Means ...

- **Hair should be neat, tidy and groomed with safety in mind.** Hair styles and colour must be conservative and of a natural hair colour. **Boys must be clean shaven.**
- **No jewellery is allowed** except a small, single, plain gold or silver stud in each ear lobe. **No other jewellery or visible piercings are acceptable.** Tongue studs are not appropriate at school.
- **A taonga or recognised cultural or religious symbol, approved by the College** may be worn out of sight on a suitable length necklace.
- **Any tattoo should be removed** or covered by normal uniform. **Any unacceptable symbol must be removed.**
- **No make-up or coloured nail varnish** is to be worn to school.
- **If in doubt on any matter,** parents are encouraged to contact the Student Centre, especially before purchasing items which may not be accepted. N.B. This particularly applies to shoes
- **N.B. Full details of Uniform requirements** are shown to all pupils at the time of enrolment. Copies are available at the Student Centre and throughout the College.

Become familiar with the College 'Code of Conduct' and 'The Waitākere Way'. Your 'journey' at Waitākere College is most enjoyable and productive when you understand and work within the expectations we have for you and your success. "Achievement for All' is possible when we share this vision