DISCIPLINE AUDIT
EXECUTIVE SUMMARY: COMET SS
DATE OF AUDIT: 22 MAY 2014

Background:
Comet SS is located in the Central Queensland education region. The school has a current enrolment of 33 students. Current Acting Principal, Elise Maguire, was appointed to the position in Term Two, 2014.

Commendations:
- To ensure a positive playground environment the school has implemented the *High 5: Talk Friendly, Talk Firmly, Ignore, Walk Away, Report to a teacher*. Students discuss their use of these strategies when dealing with incidents across the school.
- There is strong collaboration between the *Small Schools’ Cluster* in this area and the local secondary school. This is evidenced by the number of student visits to the local secondary school, along with regular visits to the school by secondary school teaching staff. These processes will ensure the smooth transition to Junior Secondary.
- An effort and behavioural matrix to assist judgment when reporting A-E achievement to parents is in place. The moderation process that includes all staff members, provides even greater levels of accuracy when reporting.
- The behaviour expectations: *Consideration, Courtesy, Cooperation, Common Sense, Communication*, are known by students, staff members and parents.
- There are minimal behavioural incidents with a strong focus on teaching and learning. The result of this focus is evident in long term improvement data in the area of reaching National Minimum Standards (NMS) on NAPLAN assessments.

Affirmations:
- All staff members are provided with Behaviour Management professional development. The Guidance Officer currently provides training in the *10 Micro Skills for Managing Behaviour*.
- Positive and inappropriate behaviours are recorded in OneSchool by both teachers and teacher aides. Staff members describe the OneSchool training they have been provided with.
- The Principal and school team are well respected and regarded amongst the school and wider community. This is reflected in the high level of parent and student satisfaction achieved in the Department’s annual School Opinion Survey (SOS) data.
- The Responsible Behaviour Plan for Students (RBPS) is regularly reviewed to ensure it reflects current practice. Parents and Citizens’ Association (P&C) representatives discuss the detailed description of the schools RBPS provided by the Principal at P&C meetings.
- There is a detailed transition program in place to prepare Pre-Prep students for primary school. Parents value this program.
- The school has differentiated behaviour strategies in place for a number of students and can provide examples where they have worked closely with outside agencies and services to assist in providing a safe learning environment for all.

Recommendations:
- Ensure that the RBPS indicates when a OneSchool report is to be made for both positive and inappropriate behaviours.
- Build on the behaviour data gathering process and provide regular and formal opportunities to review the data captured through both the new school reward processes and the current OneSchool data. Include this gathering and reviewing of data in the school data plan, ensuring that minutes of behavioural meetings are recorded.
- Formally document the expected behaviours across the school ensuring that they reflect the high standards already evident. This will provide continuity, as well as, clarity in times of staff turnover.
- Explore the development of an out-of-class reward system that provides positive feedback for students who display expected behaviours when at play or lunch breaks.
- Continue the promotion and monitoring of student attendance as this has led to recent, exemplary, levels of attendance.