

Merimbula Public School

POSITIVE BEHAVIOUR FOR LEARNING (PBL)



In The Front Office

Learning Intentions

We will know and demonstrate our school values of Respect, Responsibility & Resilience.



Rules and Responsibilities

- Enter only if the foyer is not crowded, and you have teacher permission.
- Line up at the counter quietly, waiting for staff before you speak.
- Wait for friends outside/don't bring friends in with you.
- Hold the door open for adults/visitors.
- Let adults/visitors in front of you. Offer them your seat.
- Sanitise hands on entry.
- Make sure you have a 'sick bay slip' (or sickbay Hangouts) off the teacher.
- Save food and drinks for outside.
- Notes and money go directly into the 'mail box'.
- Hand notes and money in before the due date.
- Use surnames of staff (ie Mrs...., Mr.....).
- Phone calls home during emergencies/for urgent matters only.



"Attitude is everything". Dianne von Furstenberg

In The Front Office

Staff Information

- Bookings are made/cancelled via the Administration Office.
- Students are not to collect items for staff (rolls, photocopies, keys, epipens, first aid kits, pigeon hole items etc).
- Clear expectations are given for students to follow Rules and Responsibilities.
- Foyer, office and note stand are neat and user friendly.
- Remind/compliment students about manners.
- First Aid Officer reports all emergencies/injuries/health concerns to the Principal immediately then the Health and Safety Line (get staff reports ASAP).
- A staff member is to be in the front office at all times between 8.30am-3.15pm.



▶ Students Dojo tokens (to take back to class) for demonstrating appropriate behaviours.

▶ Students who lose teeth are provided a 'tooth fairy' bag to take their tooth home in (located in top drawer).

Negative behaviours are recorded on EBS4.



▶ These behaviours are shared immediately with the students' next teacher, and via EBS4 referrals to all Executive, LST, RFF and class teachers of the student.

Health and Safety concerns, or issues with technology, are reported to the Principal immediately.

School Discipline Policy, PBL Matrix and school values are adhered to.

"To provide an environment where achieving one's best is inevitable" – Our vision @ MPS



Website:

<https://merimbula-p.schools.nsw.gov.au/>



Contact:

(02) 64951266



Email:

merimbula-p.school@det.nsw.edu.au