

POLICY		PROCEDURE
Policy Name	Code of Conduct for Students Policy	
NESA Manual Section	Safe and Supportive Environment (B8) Student Welfare (B8.2)	
Related Procedures & Registers	Code of Conduct for Students Procedure (B8.2) Student Wellbeing and Support Procedure (B8.2) Student Behaviour Management (Discipline) Procedure (B9.1) Student Supervision Procedure (B8.2) Child Safety and Wellbeing Procedure (B8.1) Child Protection Procedure (B8.1) Complaint Handling Procedure (B8.2) Complaint Handling Procedural Fairness Guidelines (B8.2) Anti Bullying Procedure (B8.2) ICT, Social Media and Technology Use Procedure (B2.3) Privacy, Personal Information and Confidentiality Procedure (B2.3) Document and Record Retention Procedure (B2.3) Work, Health and Safety Procedure (B2.3) Attendance Procedure (B7.1)	
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Related Legislation	Education Act 1990 (NSW) Children and Young Persons (Care and Protection) Act 1998 (NSW) Child Protection (Working with Children) Act 2012 (NSW) Children's Guardian Act 2019 (NSW) Anti-Discrimination Act 1977 (NSW)	
Date of Issue / Last Revision	17 March 2022 24 September 2024 17 May 2026 6 September 2026	
Date Set for Review	September 2029	

Code of Conduct for Students Policy

Policy Statement

Central Coast Montessori Primary School Ltd (CCMPS) is committed to providing a safe, respectful, inclusive and supportive learning environment in which students are encouraged to develop independence, responsibility, empathy, integrity and respect for others.

Students are expected to conduct themselves in a manner that supports their own learning and wellbeing, respects the rights and dignity of others, and contributes positively to the School community.

This Policy establishes the standards of behaviour expected of students at CCMPS and supports a consistent, fair and developmentally appropriate approach to student conduct, wellbeing and accountability.

Purpose

The purpose of this Policy is to set out the standards of conduct expected of students at CCMPS and to provide a clear framework for respectful, safe and responsible behaviour.

This Policy supports students to understand their responsibilities to themselves, to others, to the School environment and to the broader School community. It also supports staff to guide student behaviour consistently and in accordance with the School's Montessori philosophy, student wellbeing framework and behaviour management processes.

Scope

This Policy applies to all students enrolled at CCMPS.

It applies during school hours, on school grounds, during classroom and playground activities, excursions, camps, school events, online learning activities where authorised by the School, travel arranged by the School, and any other circumstance where student conduct may affect the safety, wellbeing, learning or reputation of the School community.

This Policy should be read together with the Code of Conduct for Students Procedure, Student Wellbeing and Support Policy and Procedure, Student Behaviour Management (Discipline) Policy and Procedure, Student Supervision Policy and Procedure, Child Safety and Wellbeing Policy, Anti-Bullying Policy and Procedure and related student welfare documents.

Principles

Student conduct at CCMPS is guided by the following principles:

- Respect — students treat themselves, others, property and the environment with care and consideration.
- Responsibility — students are supported to make appropriate choices and accept responsibility for their actions.
- Empathy — students are encouraged to understand and consider the feelings, needs and perspectives of others.
- Integrity — students are expected to act honestly and ethically.
- Safety — students contribute to a safe learning and play environment for themselves and others.
- Inclusion — students help create a community where all people feel respected, safe and included.

- Restoration — where harm or conflict occurs, students are supported to reflect, repair relationships and restore trust where appropriate.
- Developmental Support — expectations and responses take account of the student's age, maturity, needs and circumstances.

Standards of Conduct

Students are expected to:

- behave respectfully towards staff, students, families, visitors and members of the School community
- follow reasonable directions from staff
- engage positively in learning and school activities
- respect the rights of others to learn, participate and feel safe
- care for School property, materials, equipment and the environment
- use technology appropriately and responsibly
- resolve conflict respectfully and seek help when needed
- act safely and avoid behaviour that may harm themselves or others
- be honest and take responsibility for their actions
- contribute positively to the School community.

Student Rights

Every student at CCMPS has the right to:

- learn in a safe, supportive, inclusive and respectful environment;
- be treated with dignity, fairness and respect by staff, students and other members of the School community;
- be protected from bullying, harassment, discrimination, vilification, intimidation, abuse and other unsafe conduct;
- access learning, wellbeing and pastoral support appropriate to their individual needs;
- receive reasonable adjustments and appropriate support where they have disability or identified learning needs;
- express their views and participate, in age-appropriate ways, in decisions affecting their education, safety and wellbeing;
- raise concerns, make a complaint or seek help from a trusted adult without victimisation or disadvantage;
- have their personal information and privacy respected, subject to the School's legal and child-safety obligations; and
- be treated with procedural fairness where disciplinary action is being considered.

Respect for Self

Students are encouraged and supported to show respect and responsibility for themselves by:

- participating in learning to the best of their ability
- making safe and responsible choices
- seeking help from trusted adults when needed
- taking increasing responsibility for their behaviour, learning and wellbeing
- using respectful language about themselves and others
- caring for their own belongings and personal safety

- reflecting on choices and learning from mistakes.

Respect and Empathy for Others

Students are expected to show respect, empathy and consideration for others so that all members of the School community feel safe, included and valued.

Students must not engage in:

- bullying
- harassment
- discrimination
- intimidation
- victimisation
- vilification
- verbal abuse
- physical aggression
- exclusion or humiliation of others
- unsafe or threatening behaviour.

Students are encouraged to support others, include others, use respectful language and seek adult help where they are worried about their own safety or the safety and wellbeing of another student.

Ethical and Honest Behaviour

Students are expected to act with honesty, fairness and integrity.

This includes:

- telling the truth
- respecting the property and belongings of others
- acknowledging mistakes
- apologising where appropriate
- accepting reasonable consequences
- using School resources and technology responsibly
- not stealing, damaging property, cheating, lying or deliberately misleading others.

Respect for Property, Materials and the Environment

Students are expected to care for School property, Montessori materials, learning spaces, outdoor areas and the natural environment.

Students must not deliberately damage, misuse, remove or interfere with School property, another person's belongings or School resources.

Technology and Online Conduct

Students must use School technology, devices, systems and online platforms appropriately and in accordance with School expectations.

Students must not use technology to:

- bully, harass, intimidate or exclude others
- access or share inappropriate material
- misuse another person's account, password or device
- damage School technology or systems
- record, photograph or share images of others without permission
- behave in a way that compromises safety, privacy or learning.

Breaches of this Policy

Where a student does not meet the expectations set out in this Policy, the School will respond in a fair, proportionate and developmentally appropriate manner.

Responses may include guidance, redirection, restorative conversations, reflection, parent/carers communication, support planning, behaviour management responses or disciplinary action where required.

Serious, repeated or unsafe breaches will be managed in accordance with the *Student Behaviour Management (Discipline) Policy and Procedure*.

Records and Evidence

The School may maintain records relating to:

- student conduct concerns
- parent/carers communication
- restorative or reflective processes
- behaviour support plans
- disciplinary decisions
- complaints or wellbeing concerns
- incident reports
- related correspondence or outcomes.

Records will be managed in accordance with the *Document and Record Retention Policy and Procedure*.

Roles and Responsibilities

School Board

The Board is responsible for:

- ensuring appropriate governance oversight of student welfare and conduct expectations
- ensuring policies and procedures are in place to support a safe and supportive school environment
- receiving relevant reporting on serious conduct, risk or compliance matters where appropriate.

Principal

The Principal is responsible for:

- implementing this Policy
- promoting a safe, respectful and inclusive school culture
- ensuring students, staff and families understand student conduct expectations
- overseeing responses to serious or repeated breaches
- ensuring procedural fairness is applied where significant consequences are considered
- ensuring relevant records are maintained

- escalating matters to the Board where required.

Staff

Staff are responsible for:

- modelling respectful and appropriate behaviour
- teaching, reinforcing and applying student conduct expectations
- supporting students to understand and meet expectations
- responding to conduct concerns fairly and consistently
- documenting significant concerns where required
- referring serious or repeated concerns to the Principal or delegate
- complying with related student wellbeing, supervision, child safety and behaviour procedures.

Students

Students are responsible, in age and developmentally appropriate ways, for:

- following this Policy and related School expectations
- treating themselves and others with respect
- acting safely and responsibly
- seeking help when needed
- participating in restorative or support processes where appropriate
- taking increasing responsibility for their choices, behaviour and learning.

Parents/Carers

Parents and carers are responsible for:

- supporting the School's expectations for student conduct
- encouraging respectful, safe and responsible behaviour
- working constructively with the School where concerns arise
- participating in meetings or support processes where appropriate
- raising concerns through appropriate School processes.

Monitoring, Evaluating and Review

Annual adjustments may be made to this Policy in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this Policy will be reviewed every three (3) years, or earlier if required due to changes in legislation, regulatory requirements, NESA guidance or identified gaps in practice.

Continuous improvement will be guided by student wellbeing needs, behavioural data, incident and complaint information, Montessori practice, child-safe requirements and NESA requirements.

Related Documents and References

[Child Safe Standards \(NSW\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Independent Schools NSW Governance Resource Manual March 2026](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

[NESA Resources for Schools](#)

[NSW Education Standards Authority Act 2013 \(NSW\)](#)

[NSW Wellbeing Framework for Schools](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.