

POLICY		PROCEDURE
Procedure Name	Student Behaviour Management (Discipline) Procedure	
NESA Manual Section	Discipline (B9.1)	
Related Procedures & Registers	Behaviour Management Procedure Diagram (B9.1) Suspension and Expulsion Register (B9.1) Compliant Handling Procedure (B8.2) Complaint Handling Procedural Fairness Guidelines (B8.2) Child Protection Procedure (B8.1) Document and Record Retention Procedure (B2.3) Attendance Procedure (B7.1) Work, Health and Safety Procedure (B2.3) Anti Bullying Procedure (B8.2)	
Related Policies	Student Behaviour Management (Discipline) Policy (B9.1) Complaint Handling Policy (B8.2) Child Protection Policy (B8.1) Document and Record Retention Policy (B2.3) Attendance Policy (B7.1) Privacy Policy (B2.3) Work, Health and Safety Policy (B2.3) Anti Bullying Procedure (B8.2)	
Related Legislation	Education Act 1990 (NSW) Children's Guardian Act 2019 (NSW) Children and Young Persons (Care and Protection) Act 1998 (NSW) Anti-Discrimination Act 1977 (NSW)	
Date of Issue / Last Revision	12 August 2016 10 March 2017 – Re-formatted 24 September 2018 16 March 2022 6 March 2024 1 May 2026 6 September 2026	
Date Set for Review	<i>September 2029</i>	

Student Behaviour Management (Discipline) Procedure

Central Coast Montessori Primary School Ltd (CCMPS) implements practical, fair and developmentally appropriate behaviour management procedures that support a safe, respectful and orderly learning environment.

Consistent with Montessori philosophy, behaviour is guided through teaching, modelling, reflection, restorative practice and collaboration with families. Where significant concerns arise, disciplinary responses may be required to protect safety, wellbeing and the effective operation of the School.

Scope

This procedure applies to all students enrolled at CCMPS and applies during school hours, on School grounds, during excursions, camps, online learning activities, School-related travel and any circumstance where student behaviour may affect the School community.

Definitions

For the purposes of this Procedure:

- Suspension means temporarily removing a student from all of the classes and School activities they would normally attend.
- Expulsion means permanently removing a student from CCMPS and terminating the student's enrolment.
- Exclusion means preventing a student's enrolment at another school under an exclusion policy or agreement between schools. CCMPS does not currently participate in any exclusion policy or agreement and does not use exclusion as a disciplinary measure.

Key Principles

- Respect – all students are treated with dignity and fairness.
- Guidance before punishment – behaviour is addressed through teaching and support where appropriate.
- Safety first – the safety of students and staff is paramount.
- Consistency – expectations and responses are applied reasonably and consistently.
- Restoration – relationships and learning are repaired where possible.
- Procedural fairness – significant disciplinary decisions are impartial and allow a response.
- Developmental consideration – age, needs and circumstances are considered.

Content/Procedural Steps Taken

Promoting Positive Behaviour

Staff support positive behaviour through:

- clear classroom expectations and routines
- modelling respectful behaviour
- explicit teaching of self-regulation and social skills
- calm redirection
- encouragement and recognition
- structured and purposeful learning environments
- consistent boundaries and follow-through.

Early Response to Behaviour Concerns

Where minor or emerging concerns arise, staff may respond through:

- reminder of expectations
- redirection
- restorative conversation

- reflection activity
- temporary removal from activity where appropriate
- check-in with student
- communication with parents/carers where helpful.

Staff should aim to de-escalate concerns calmly and respectfully.

Recording Significant Concerns

Significant, repeated or serious behaviour concerns should be documented. Records may include:

- date and time
- location
- students involved
- summary of behaviour
- actions taken
- witnesses where relevant
- parent communication
- follow-up actions.

Records are stored in accordance with School record-keeping requirements.

Parent/Carer Engagement

Where concerns are ongoing, serious or repeated, parents/carers may be contacted to:

- discuss concerns
- share observations
- seek collaborative strategies
- attend a meeting
- review expectations and supports
- participate in behaviour planning.

CCMPS values partnership with families in supporting student development.

Behaviour Support Plans

Where a pattern of behaviour requires targeted intervention, the School may implement a Behaviour Support Plan. This may include:

- identified behaviour goals
- triggers or contributing factors
- agreed strategies
- support adjustments
- responsibilities of staff, student and family
- review dates
- monitoring notes.

Serious Behaviour Incidents

Serious behaviour incidents may include:

- physical aggression

- threats of violence
- serious bullying or harassment
- deliberate property damage
- unsafe absconding behaviour
- serious misuse of technology
- theft
- conduct placing self or others at risk
- serious or repeated refusal to comply with lawful directions.

Such matters must be referred promptly to the Principal or delegate.

immediate Safety Response

Where safety is at risk, staff may take immediate reasonable steps such as:

- separating students
- removing bystanders
- seeking leadership assistance
- contacting parents/carers
- accessing medical support
- implementing emergency procedures if required.

Physical intervention should only occur where lawful, reasonable and necessary to protect safety.

Behaviour Management Responses

Depending on circumstances, responses may include:

- formal warning
- parent meeting
- supervised withdrawal from class or activity
- restitution or restorative process
- behaviour support plan
- restricted participation in activities
- internal suspension arrangements
- suspension from attendance
- recommendation of expulsion in serious matters.

Responses will be proportionate and consider student needs and prior supports.

Procedural Fairness for Significant Decisions

Where suspension, expulsion or another significant disciplinary consequence is being considered, CCMPS will apply the hearing rule and the right to an unbiased decision.

Before a decision is made, the School will:

- provide the student and their parent/carer with a copy of the *Student Behaviour Management (Discipline) Policy and Procedure*;
- advise the student and parent/carer of the specific allegations and the substance of the information that will be considered;
- explain the process by which the matter will be investigated and decided;

- provide the student and parent/carer with a reasonable opportunity to respond to the allegations and relevant information;
- consider the student's response and all other relevant evidence and circumstances;
- consider whether the identity of a witness should be protected where disclosure could create a safety, wellbeing or other significant risk;
- provide an interpreter where reasonably required;
- consider the student's age, developmental stage, disability, learning needs, wellbeing needs and any reasonable adjustments or supports;
- ensure that the investigation and decision-making process is impartial and free from actual or perceived bias;
- communicate the decision and reasons to the student and parent/carer; and
- explain how the student or parent/carer may seek a review of the decision.

Where reasonably practicable, the investigation and final decision will be undertaken by different people. Where the Principal performs both roles, the Principal must act reasonably, objectively and impartially and must be seen to do so.

A request for review of a significant disciplinary decision will be considered by the Board Chair or another suitably qualified person who was not involved in the original investigation or decision.

Where a long suspension or expulsion is being considered, the student and parent/carer will be offered the opportunity to have a support person or observer present at formal interviews. The School will record the key points of formal interviews, meetings and discussions in writing.

Suspension

Suspension may be used where behaviour is serious, unsafe, repeated or where prior interventions have not been successful.

Where practicable, the School will provide written confirmation outlining:

- reason for suspension
- period of suspension
- expectations during suspension
- return to school arrangements
- any review pathway.

A re-entry meeting may be required following suspension.

All suspensions must be recorded in the *Suspension and Expulsion Register*.

Expulsion

Expulsion may be considered only in serious circumstances where continued enrolment is not considered viable, safe or in the best interests of the School community after appropriate consideration of circumstances and procedural fairness obligations.

Any decision to expel a student must be made by the Principal in accordance with the *CCMPS Delegations Schedule* and only after the procedural fairness requirements in this Procedure have been completed.

All expulsions, withdrawal outcomes following expulsion processes, and related decisions must be recorded in the *Suspension and Expulsion Register*.

Students with Additional Needs

Where a student has disability, trauma history, wellbeing needs or other relevant circumstances, the School will consider reasonable adjustments, supports and alternative strategies where appropriate.

Complaints or Review Requests

Parents/carers who wish to raise concerns regarding behaviour management decisions may do so under the Complaints Handling Policy and Procedure.

Records and Registers

The School may maintain records relating to:

- incident reports
- parent communication
- behaviour support plans
- suspension records
- expulsion decisions
- meeting notes
- disciplinary decisions
- review outcomes.

Supporting operational documents may include:

- Behaviour Management Procedure Diagram
- Suspension and Expulsion Register

Records are stored securely in accordance with the Document and Record Retention Policy.

Continuous Improvement

The School may periodically review behaviour management practices to improve:

- consistency
- student wellbeing outcomes
- family engagement
- restorative approaches
- staff capability
- procedural fairness compliance.

Monitoring, Evaluating and Review

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

Continuous improvement will be guided by behavioural data, Montessori practice, wellbeing needs and internal review processes.

Related Documents and References

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

[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 \(NSW\)](#)

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