

ARDEN



Student Discipline Policy

Policy Statement

This policy outlines the approach to the management of student behaviour and discipline at Arden Anglican School (“the School”). Students have the right to be treated fairly, with dignity and respect. Our discipline approach helps create a safe, supportive, and positive environment where students can learn and grow. Discipline is not just about responding to problems – it is also about teaching, guiding, and helping students make positive choices in line with our mission, vision, and values.

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Purpose	The purpose of this policy is to provide students, parents and staff with information regarding discipline matters that ensure a positive and productive learning environment is maintained for all students using disciplinary procedures that are based on principles of procedural fairness.	
Scope	This Policy applies to all students enrolled at the School and to all staff, volunteers, and contractors during any school-related activity – on campus, off-site, or online.	
Consequences	Failure by Staff to comply with this Policy may, in some circumstances, be considered reportable or criminal conduct resulting in disciplinary action, including summary dismissal.	
Definitions & Terms	Misbehaviour	Any behaviour that breaks school rules, disrupts learning, disrespects others, or harms the reputation of the School.
	Suspension	The temporary removal of a student from all of the classes that a student would normally attend at the School for a set period of time. This may involve the student being supervised at School (in-School Suspension) or the student not attending School (Out of School Suspension).
	Expulsion	The permanent removal of a student from the School.
	Exclusion	The act of preventing a student's admission to a number of schools.
Roles & Responsibilities	School Council	The School Council is responsible for ratifying the policy, based on recommendations from the Principal and Governance Committee, and ensuring alignment with Arden's commitment to child safety.
	Governance Committee	The Governance Committee is responsible for conducting the preliminary review and preparing a recommendation to the School Council. This includes ensuring that the policy aligns with relevant legislation, the School's values, and Christian ethos.
	Principal	The Principal ensures the policy is reviewed and updated as required and that updates are presented to the Governance Committee and School Council by the scheduled review date.
	Deputy Principal	The Deputy Principal manages, reviews the policy by monitoring regulatory and legislative updates impacting the policy and drafts preliminary revisions accordingly. This includes consulting with the School's Executive on updates and submitting these drafts to the Principal for review.
	Executive	The School Executive (SE) is responsible for ensuring that all staff understand and adhere to this policy. The SE also has the responsibility for ensuring a strong and sustainable child-safe culture is maintained within the school through the effective implementation of the NSW Child Safe Standards and monitoring the School's ongoing compliance with them, including training as appropriate, is undertaken.
	All	All members of the School community have a responsibility to understand and adhere to this policy.

Policy Principles & Guidelines

Procedural Fairness	<p>When matters of discipline are concerned, the procedures outlined in the School's Procedural fairness statement, must be followed. These procedures include:</p> <ul style="list-style-type: none"> The right to be heard, which includes the right to: <ul style="list-style-type: none"> Know why an investigation into an allegation is happening. Know how the issues will be investigated. Know the allegations made and any other information that may be taken into account.
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	<ul style="list-style-type: none"> - The right to respond to the allegation by completing an Incident Report form, completed in a student's own words, without collusion with or coercion by other students or staff and without fear of penalty for its content. • It also assumes the right to an impartial decision, which includes: <ul style="list-style-type: none"> - Impartiality in the investigation and decision-making processes. - An absence of bias by the decision maker.
Corporal Punishment	<p>The School prohibits the use of corporal punishment in disciplining students attending the School.</p> <p>The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, coaches and volunteers, to enforce discipline at the School.</p>
Promoting positive behaviour	<p>Students are required to abide by the Student Expectations as communicated, and to follow the directions of teachers and other people with authority delegated by the School.</p> <p>The School supports positive behaviour and acknowledges good behaviour through praise, encouragement, approval and recognition, such as the presentation of awards, house points and commendations.</p> <p>The behaviour expected of students is based on respect for the good name of the School, respect for the wellbeing of others, respect for the public and private property. Good manners are expected at all times. Students are expected to speak politely and show due respect to adults. Students are expected to observe a proper standard of conduct, whether inside or outside the School.</p> <p>The School acknowledges and rewards those students whose behaviour consistently follows school rules and expectations, to keep students motivated towards displaying continually appropriate behaviour, reducing inappropriate student behaviour inside and outside the classroom and developing a positive school tone.</p>
Disciplinary Action	<p>Where a student is found to have committed a misbehaviour, disciplinary action is:</p> <ul style="list-style-type: none"> • applied according to the level of the misbehaviour, for example, whether it is minor or major. • to be age appropriate, consider the student's prior record, consistent with any disability adjustments recorded in the students Individual Support Plan and be fairly applied and consistent with the Christian ethos of the School. • to be determined with a restorative practices approach, to support students to take responsibility for their actions and equip them to make better decisions, which may involve an individual behaviour management plan or student behaviour contract.
Serious Misbehaviour	<p>Where the misbehaviour is of such a nature that it is likely to result in suspension or expulsion, parents are involved in the process of procedural fairness and are informed of the allegations and procedural steps to be followed in dealing with the matter. The relevant Head of School, the Deputy Principal or Principal will make determinations with regards to suspension, and the Principal will make determinations with regards to expulsion. Discipline actions do not include exclusion. According to the 'hearing rule', the student, and parent if applicable, will be:</p> <ul style="list-style-type: none"> • Informed of the alleged infringement, noting that it may be considered appropriate to protect the identity of witnesses. • Given an opportunity to respond to the allegations. • Informed as to who will make the decision on the penalty. • Informed of the procedures to be followed which will usually include an opportunity to have a parent or guardian present when responding to the allegations. • Afforded a right of review, through appeal.
Review Process	<ul style="list-style-type: none"> • A student (and parent/s) are able to request a review of a decision of suspension or expulsion. • The student (and parent/s) will be advised that, if they wish a preliminary decision of suspension to be reviewed, then they may make application for a review to the Principal and

	submit any information they want to be considered during the review process.	
	<ul style="list-style-type: none">• The Principal will then either confirm the preliminary decision as final decision or amend the preliminary decision based on the additional information provided.	
Related Information	Policies	Student Anti-bullying Policy
		Complaints Handling Policy
	Procedures	Behaviour Management Procedures (K-6)
		Behaviour Management Procedures (7-12)
	Statements	Procedural Fairness Statement
Related legislation. Regulations and Standards	NSW Registered and Accredited Individual Non-government Schools Manual (section B9.1) NSW Education Act 1990 No 8, Subdivision 2: 47(1)(h)	
Publication, Communication and Engagement	This policy is communicated by being readily available on the school’s website as well as communicated annually.	
Getting Help	Staff may seek assistance or provide feedback about this document by emailing the Policy Author or compliance@arden.nsw.edu.au .	
Author and Review Information	Policy Author:	Deputy Principal
	Policy Access:	Public
	Document Name:	2025_AAS_Discipline Policy
	Version:	2.2
	Approved by:	School Council
	Date Approved:	12 Nov 2025
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