



APPLEWOOD
PREPARATORY SCHOOL

Applewood Code of Conduct – For Our Families and Children

At Applewood, we care about creating a happy, safe, and respectful environment for everyone. These guidelines help us all understand how to look after ourselves, each other, and our lovely school.

We kindly ask parents and guardians to read these guidelines with their children and chat about them in a way that makes sense for their age.

If your child ever feels upset or unsure, we're here to help. We believe in talking things through with kindness and understanding. If something serious happens, we will need to have a chat with parents, and a plan will be made to help everyone learn and move forward.

1. Our Golden Rules

We believe that children learn best when they feel safe, cared for, and respected. Our expectations are simple and based on kindness, respect, and responsibility.

2. Very Serious Misconduct

❖ Some things are **very serious**, and we will need to take strong action if they happen:

- Hurting others on purpose (hitting, bullying, or threatening)
- Bringing dangerous items to school
- Deliberate dishonesty (stealing, cheating, lying)
- Repetitive unacceptable behaviour (rude language or gestures)
- Damaging school property on purpose
- Putting others at risk with unsafe behaviour
- Using substances that are unsafe for children

What happens? We will talk with the child and their parents and work together to bring about resolution and restoration. The severity of consequence/s will as far as possible fit the behaviour and context. In very serious situations, we may need to suspend the child for a short time while we decide on an appropriate plan of action moving forward.



3. Serious Infringements

❖ Some behaviour is not acceptable, but we can learn from it:

- Playing too roughly or unsafely
- Speaking unkindly or teasing others
- Not listening to adults or school rules
- Not using things properly (e.g. School equipment)
- Being in the wrong place without permission
- Making a mess of a shared space
- Poor personal hygiene that can affect others

What happens? A caring adult will talk with the child through a restorative process, and they may receive a warning or gentle consequence. Parents may be contacted if the behaviour requires it.

4. Less Serious Infringements

❖ Everyday things we work on:

- Being on time and ready to learn
- Wearing our uniform properly
- Completing homework and returning reply slips
- Keeping our spaces clean and tidy
- Using devices only when allowed
- Showing good manners and kindness to all

What happens? Children will be reminded in a kind and supportive way. If it keeps happening, we will work together with parents. In the Senior Phase a demerit may be issued. If a child receives three demerits in one term they will spend an afternoon at school helping with chores.



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5. Consequences for Misconduct:

In summary if a child breaks the rules, the school will take the appropriate action. This may include:

- ✓ Counselling – talking with a teacher or counsellor to understand the behaviour and ways to improve it.
- ✓ Warnings- receiving a verbal or written warning.
- ✓ Parent contact – informing parents of the behaviour.
- ✓ Suspension – temporarily not being allowed at school.
- ✓ Expulsion – permanent removal from school.

At Applewood, we believe that children are always learning and growing. When a child makes a mistake, it is a chance to learn and do better. We work closely with families to support children in understanding their choices, resolving conflicts respectfully, learning to compromise, appreciating different perspectives, offering sincere apologies, and becoming confident, emotionally healthy individuals.

Acknowledgement by Parents/Guardians

I/we acknowledge that I/we have read and understood the Applewood Code of Conduct. I/we have discussed the Code of Conduct with our child/children in an age appropriate manner. Where they are not yet of an age to understand the Code, I/we will discuss it with them as they grow in understanding.

Signature/s of Parents /Guardians

Date