



## Incident reporting guide:



### Black Hill Public School

The following applies to all incidents depending on the amount of incidents in the term or the type of incident.

All students start on zero at the start of a school term.

#### Minor- Warning



**Minor- Warning** incidents are monitored by teachers and entered when they find the same issue happening continually from the same student (usually 3 times).

Once the student has had **three written warnings** for the same behaviour in the playground book/classroom notes, that then becomes a **Minor- Sentral** incident and a note is sent home regardless of it being the first **Minor- Sentral** incident for that student.

#### Minor- Sentral



**Minor- Sentral** incidents are teacher managed, entered into Sentral and a timeout (10 minutes) is given to any student responsible. These incidents are also recorded in the playground book/class notes each time and the classroom teacher is made aware of the incident.

The Prompt, Redirect, Reteach, Provide Choice and Consequences response should be followed for the first incident. Then notes will go home for the next three **Minor- Sentral** incidents as they occur.

When **four Minor- Sentral** incidents have been recorded for any student, the classroom teacher, with the Principal's advice, will organise a meeting with the child's parents or caregivers.

#### Major- Sentral



**Major- Sentral** incidents are to be teacher managed at the time of the incident and the appropriate immediate consequence is applied. The principal should be advised immediately. The classroom teacher is also notified of the incident.

These **Major- Sentral** incidents will be recorded on Sentral and marked into the playground behaviour book if during a break. The principal will then advise the appropriate action to be taken.

A **detention, suspension caution letter** or a **suspension** may be applied for these behaviours. It is at the **principal's discretion** how many of these incidents are allowed in a term depending on the nature of the incident.

