



Frequently asked questions about Positive Behaviour Support at Cranbourne Secondary College

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What is Positive Behaviour Support (PBS)?

School-wide positive behaviour support (PBS) is an evidenced based framework that brings together school communities to develop positive, safe, supportive learning cultures.

When SWPBS is implemented well, teachers and students have more time to focus on relationships and classroom instruction. Students and staff benefit from:

- increased respectful and positive behaviour
- increased time focused on instruction
- improved social-emotional wellbeing
- positive and respectful relationships among students and staff
- increased adoption of evidence-based instructional practices
- a predictable learning environment with improved perceptions of safety and increased attendance

What are the college behaviour expectations? What is the PBS Matrix?

The college behaviour expectations are:

- Respectful
- Responsible
- Learning
- Community

The PBS matrix outlines all of the positive behaviours students are expected to demonstrate whilst at the college and in the wider community.

How do I access a hard copy of the School-Wide Positive Behaviour Support Matrix?

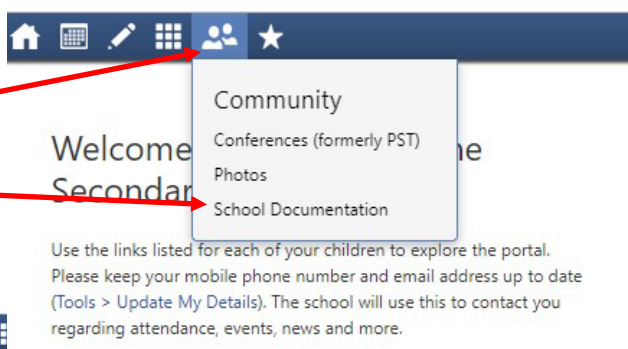
You should have received a copy of the matrix in the mail. If you did not receive a copy in the mail or have misplaced your copy you can download a new copy from Compass.

How do I access an electronic copy of the School-Wide Positive Behaviour Support Matrix?

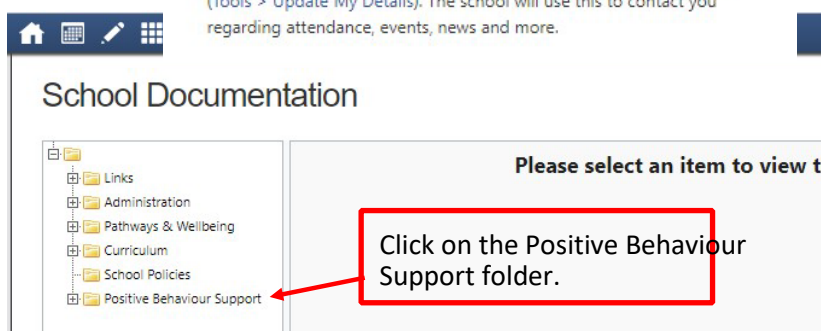
1. Login to Compass
2. Hover your cursor over the community icon

Hover your cursor over the community icon.

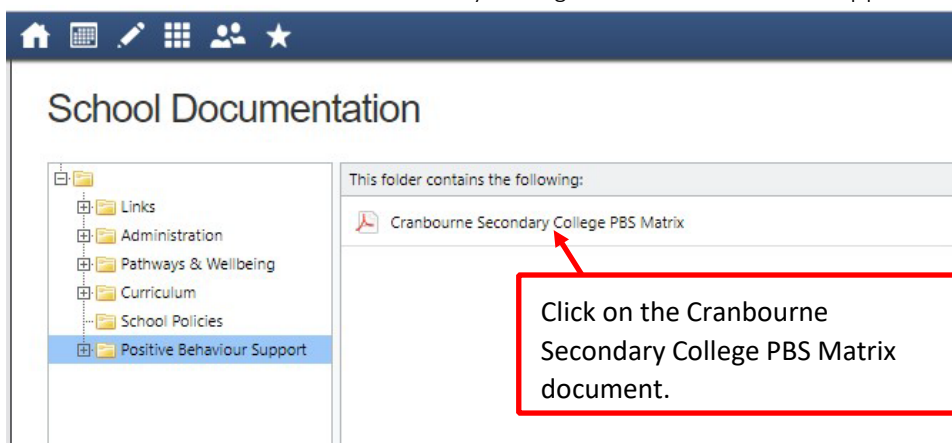
Click on School Documentation.



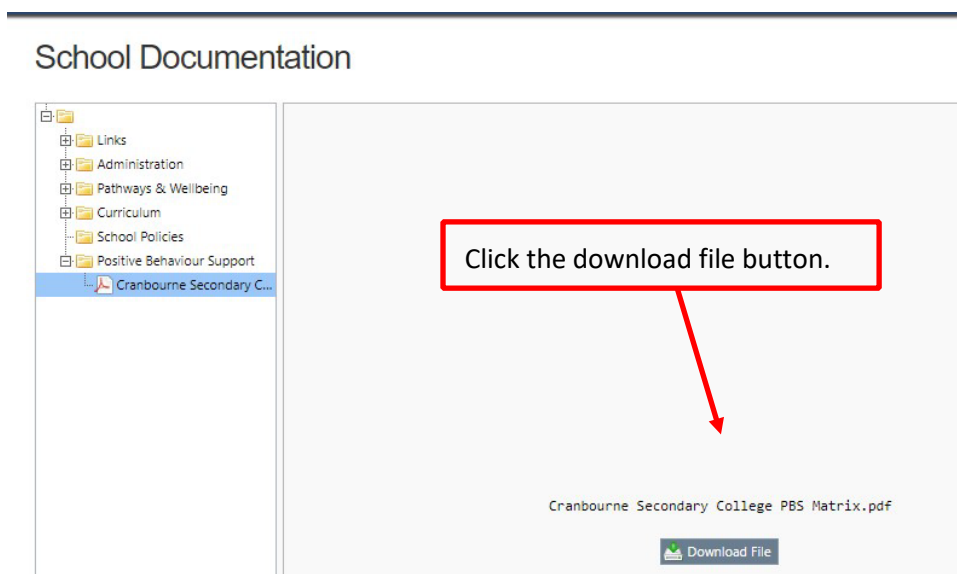
3. Click on school documentation
4. Click on the Positive Behaviour Support folder



5. Click on the Cranbourne Secondary College Positive Behaviour Support Matrix document



6. Click on download file



7. Click on the downloaded file to open the matrix
8. Save this to your computer or device to view at a later date

Why is Cranbourne Secondary College focusing on teaching and reinforcing positive behaviours?

At Cranbourne Secondary College we are a respectful, responsible, learning community. To support our community to demonstrate our expectations we know teaching students positive behaviours and then reinforcing their behaviour will support them to learn and begin to perform these behaviours regularly with ease.

When will these positive behaviours be taught?

The positive behaviours will be taught during Engagement Curriculum lessons: Year 7 Discover, Year 8 Explore, Year 9 Connect and Year 10/11/12 STEP. Each lesson will be 2-12 minutes long and designed to meet the developmental

needs of the students. Some initial lessons may be longer for Year 7 students during their transition to secondary school.

Which positive behaviours will be taught to my child/children?

The positive behaviours from our School-Wide Positive Behaviour Support Matrix will be taught to every class each year. The matrix categorises behaviours by our expectations respectful, responsible, learning, community and by setting e.g. Learning spaces, office/first aid, canteen etc.

What is a Positive Behaviour Credit?

When a staff member observes your child behave in a positive way they may issue a Positive Behaviour Credit to your child on Compass. Students “earn” positive behaviour credits for independently displaying positive behaviours. Staff will not “give out” credits when students ask for them.

You will see the positive behaviour credits appear in your child’s student chronicle feed. It will look similar to the example below. The compass chronicle log will tell you when, where and how your child was respectful, responsible, a learner or a community member. This will allow you to speak with your child about the positive behaviour at home.

Ms. Hullin issued this positive behaviour credit.

The credit was issued in a classroom. The student was responsible. They were responsible by bringing the required equipment to class.

The time the credit was issued is shown here.

Who issues positive behaviour credits to students?

All staff at Cranbourne Secondary College can issue positive behaviour credits. This means you will notice the librarians, maintenance staff, office staff, education support staff and teachers issuing positive behaviour credits to your student/s. Staff aim to issue one positive behaviour credit per lesson to an individual student, group of students, part of a class or the entire class.

What do staff say when they issue positive behaviour credits to students?

The most important thing to remember about positive behaviour credits is that they are designed to provide students with specific, positive feedback about how they are being respectful, responsible, a learner or a community member. A staff member may say:

“Great work for being respectful by working quietly while others are learning.”

OR

“Perfect! You were responsible and brought your required equipment to class.”

OR

“Thanks for asking for help when you need it. That’s what learners do.”

OR

“Being an upstander is part of being a good community member. It was nice to see you use our stop phrase.”

It will vary each time dependent on the behaviour that your child performs. The important thing is that your child is told exactly how they were respectful, responsible, a learner or a community member.

How do I view my child’s credits on Compass?

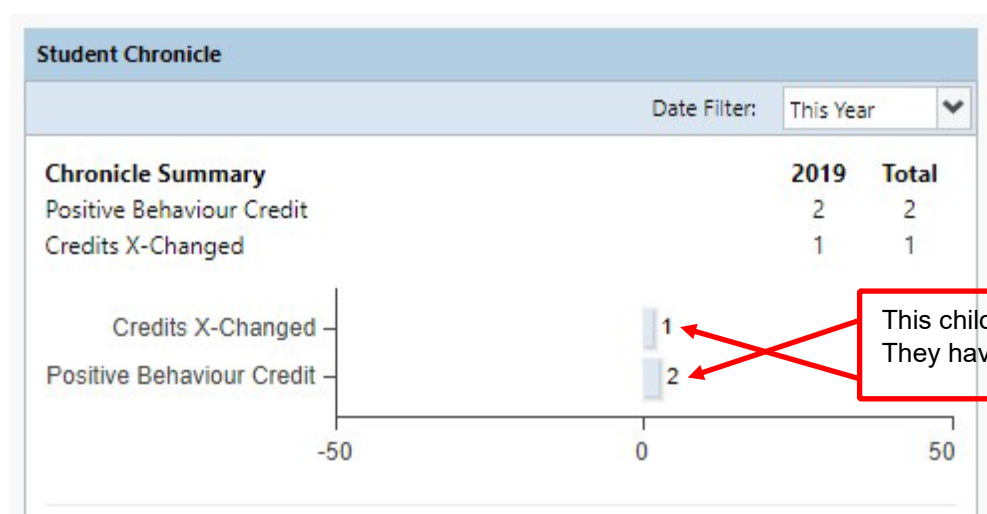
1. Login to compass using your parent login details. If you have misplaced these details contact the front office and they will issue you with new login details.

2. Click on your child's profile



3. You should now see your child's chronicle feed on the right-hand side of your browser screen.

In the graph section of your child's chronicle you will be able to see how many positive behaviour credits that they have earned in a calendar year and how many they have X-Changed. The number of positive behaviour credits earned resets to zero at the beginning of every year.



How do I know when my child has earned a positive behaviour credit?

You can login to Compass on a computer or via the Compass phone app to view your child's positive behaviour credits and X-Change items.

Can students have positive behaviour credits taken away from them?

Students will never have positive behaviour credits, which they have earned, taken away from them. This is a positive behaviour support system. However, at the end of a calendar year the students Positive Behaviour Credits will reset to zero.

What happens to credits at the end of the year?

Credits reset to zero at the end of the school year. Credits do not carry over from one year to the next. It is important that students exchange their credits each calendar year.

Are credits also house points?

Yes in 2023 the SRC requested that credits also become house points. Whenever a student earns a credit they are also earning a house point for their house. You can view what is in on their Compass profile.

Click on Profile (Attendance, Schedule, Reports).

become house
are also earning
house your child

What additional ways can students earn credits/house points?

Below is a table that outlines the additional ways in which students can earn credits/house points. Participating in college events, representing the college externally and receiving assembly awards results in students receiving additional credits/house points.

Ways to earn credits/house points	Number of credit/house points	Example
Demonstrate a behaviour from our PBS matrix	1 credit/house point	Arrive on time Participate in learning activities Ask for help when needed
Participate in a college/house event (Internal events)	10 credits/house points	Athletics, Swimming, Colour Explosion, Show Up, Science Week Competition.... more to come!
Place in a house/college event	First place: 25 credits/house points Second place: 15 credits/house points Third place: 10 credits/house points	Determined by judges or event rules
Assembly award	5 credits/house points	100% Attendance, Highest GPA, GPA Growth, PBS Award, Value Award
College Representation (External events, selected students, Camps/excursions excluded)	10 credits/house points	Leadership summit, Sport, State Schools Spectacular, Model UN... more to come!


What is the X-Change?

The X-Change is a room where students can go to exchange their positive behaviour credits for reinforcing items. The X-Change reinforcing items list can also be found in the Compass school documentation folder (the same place the matrix is also located).

Each X-change item costs a certain number of credits. You will be able to see when your child has exchanged some of their positive credits for an X-change item on their Compass chronicle feed. It will tell you how many positive behaviour credits they exchanged, the item they exchanged them for and the instructions your child needs to follow to attain/use their item. The positive credits X-change will look something like the below image.

The pizza lunch cost 100 credits.

The instructions for the pizza lunch can be seen here.



100

X-Changed - Pizza Lunch

Recorded by **Karie BENNETT-HULLIN - HU**

Pizza lunch instructions: Your name will be added to a pizza lunch event on Compass. You will see the location and time of this event appear on your compass schedule and in your upcoming events.

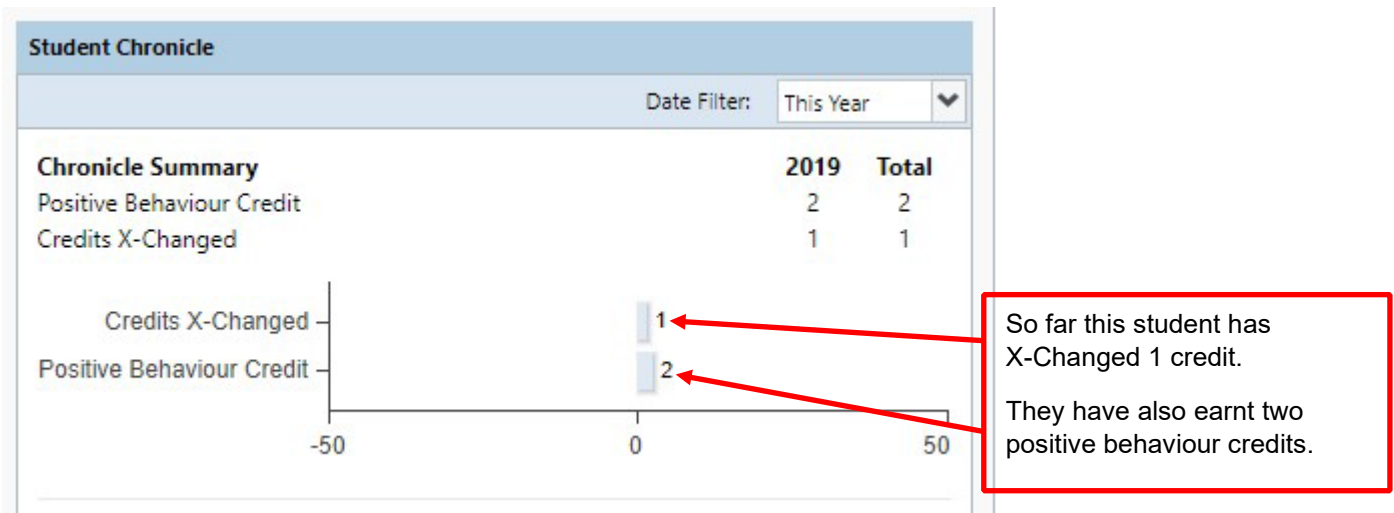
Credits X-Changed

Recorded a few seconds ago, Occurred 2 minutes ago

Enter a comment...

In the student chronicle graph

section of your child's Compass you will be able to see how many positive behaviour credits that they have exchanged in a calendar year. The number of points that they have exchanged resets to zero at the beginning of every year.



What are some examples of the X-Change reinforcing items? How many credits is each item worth?

There is a limited supply of some X-Change items. For example only 25 students will be able to go on the bowling excursion at the end of each term and there are only two Valedictory Dinner tickets available each calendar year. Valuable and rare items cost more credits.

We encourage our community to suggest possible reinforcing X-Change items. The SRC students regularly submit student suggested items to the Student Engagement and Wellbeing staff meeting to seek approval from the Year Level Leaders and Year Level Engagement Coordinators. New items can be periodically added to our X-Change items list.

X-Change Reinforcing items	Number of credits	Number available
Lunch with a staff member	10	unlimited
4 square ball	20	200
Bic 4 pen	20	100
Hold a school animal (frog, turtle or lizard).	20	unlimited
\$10 Canteen voucher	80	200
Pizza lunch	100	25
Bowling excursion	150	25
Valedictory dinner tickets	Student with the most credits	2
Year 12 Jacket	Student with the most credits	2

Are Credits used for any purpose other than the X-Change?

Year Level Engagement Coordinators and Year Level Leaders can use credits to identify classes or students who deserve additional recognition and celebration at year level assemblies, whole school assemblies and the end of year awards night. Therefore, students can receive frequent recognition in class from their teacher verbally and via credits, intermittently when they X-Change their credits and occasionally at assemblies and the awards night.

Credits are also house points. Credits are used to determine which house wins the house cup at the end of each year.

What are minor behaviours?

Minor behaviours are inappropriate behaviours that students may display when in class or in the school yard. These behaviours may negatively impact the students' learning or relationships with their peers and staff. Minor behaviours are able to be managed by a classroom teacher or a yard duty teacher.

How do teachers respond to minor behaviours?

Teachers follow a series of steps to support students to display the expected behaviour rather than the undesirable behaviour.

1. **Remind:** Teachers remind students of the expected behaviour.
"Remember we participate in all learning tasks."
2. **Reteach:** Teachers reteach students what the expected behaviour is.
"When we are participating in our learning tasks our workbook/netbook is open and we are talking about the task or reading and writing to complete the task."
3. **Provide Choice:** Teachers provide the student with two choices that they can select from then and there.
"You can complete your work using your netbook or using pen and paper"

Teachers can also provide students with the choice to display the expected behaviour or move to another seat/desk in the classroom or area of the school yard.
"You have a choice to participate in your learning task here or move to that desk over there".
4. **Reengage:** Teachers will support the student to reengage with their task or peers. "It's excellent that you commenced your learning task, do you need any help with it?"

Or

"Thanks for moving desks. Would you like some help with your learning tasks?"
5. **Conference:** If the student has not completed the expected behaviour after having received the above supports the teacher will conference with the student. The conference involves describing the problem behaviour, describing the alternate behaviour, practicing the expected behaviour, issuing potential natural or logical consequences and repairing the student teacher relationship (if necessary).
6. **Record:** Teachers will record minor behaviours on Compass if they have reached the conference step of the above process. You will see this appear on your child's Compass profile.

What happens if the student displays the expected behaviour before the teacher reaches the conference step?

If a student displays the expected behaviour before a teacher reaches the conference step the student will resume their learning and the teacher will continue to teach the class. The classroom environment has returned to being safe and orderly. This helps teachers to teach and students to learn.

What does a minor behaviour record look like on Compass?



Minor Behaviour - Lack of participation
Recorded by **Karie BENNETT-HULLIN - HU, 08E**

Definition: Lack of participation: Refusing to begin, continue working on or complete assigned learning tasks.

Location: Classroom - Science and Technology

Minor Behaviour Records
Recorded a few seconds ago, Occurred 2 minutes ago

Enter a comment...

In a minor behaviour record on Compass you will see:

- The name of and a picture of the teacher who recorded the minor behaviour
- The time the minor behaviour occurred
- The location the minor behaviour occurred
- A definition of the minor behaviour

Should I discuss minor behaviours with my child/children?

Yes if you see a minor behaviour record appear on your Child's Compass please discuss this with them. You can also assist with reminding them of the expected behaviours and reteaching the expected behaviours. For example if your child used inappropriate language in class you can remind them that we should speak politely in class. You could also look at our positive behaviour support matrix and discuss the respectful, responsible, learning and community behaviour expectations with them. The matrix can be found in the student diary/handbook.

What are major behaviours? How are they different to minor behaviours?

What are minor behaviours?	What are major behaviours?
<ul style="list-style-type: none"> • Minor behaviours interrupt teaching and learning or can have a negative impact on students or staff • Classroom teachers conference with students about minor behaviours and issue logical consequences • Minor behaviours are address by classroom teachers 	<ul style="list-style-type: none"> • Major behaviours can negatively impact on student and staff safety and often interrupt teaching and learning • Year Level Engagement Coordinators, Year Level Leaders or Principals conference with students about major behaviours and issue logical consequences. • Major behaviours are addressed by Year Level Engagement Coordinators, Year Level Leaders or Principals
Do minor behaviours appear on Compass?	Do major behaviours appear on Compass?
<ul style="list-style-type: none"> • Teachers record minor behaviours on Compass • Parents can view minor behaviours on their student's chronicle feed 	<ul style="list-style-type: none"> • Staff record major behaviours on Compass • Parents will see "out of uniform", "late to school" and "out of class" major behaviours on Compass • Parents will receive phone calls about all other major behaviours
How do staff respond to Minor behaviours?	How do staff respond to major behaviours?
<ul style="list-style-type: none"> • Classroom teachers respond to minor behaviours using the continuum of response for minor behaviours. This educative approach 	<ul style="list-style-type: none"> • Year Level Engagement Coordinators, Sub-school Leaders and Principals: <ul style="list-style-type: none"> - Conference with students about major behaviours.

assist students to learn how to demonstrate positive behaviours	<ul style="list-style-type: none"> - Issue consequences to students for major behaviours - Provide additional supports to students to help them to display positive behaviours - Student support group meetings can occur after a major behaviour
What behaviours are minor behaviours?	What behaviours are major behaviours?
<ul style="list-style-type: none"> - Late to class/leaving class early - Not bring in the required equipment - Lack of participation - Disruption - Inappropriate language - Antisocial language - Work not submitted - Physical contact (without intent to harm) - Leaving the learning space (within sight) - Inappropriate use of technology - Possession of prohibited item (gum, aerosol spray, water gun, water balloons) - Misuse of equipment - Consumption of food and drink (in class) - Out of bounds - Littering 	<ul style="list-style-type: none"> - Physical fight - Threats - Verbal abuse - Bullying - Out of class - Absent without permission - Entering a non-designated learning space - Possession or use of an illegal item - Theft - Property Damage/Vandalism - Filming or photographing others (without consent) - Note forgery - Inappropriate sexual behaviour - Digital fraud (using someone else's password/account) - Confiscation non-compliance - Yard non-compliance - Classroom non-compliance - Out of uniform (without permission/a note) - Late to school (without permission/a note)

Who do I contact if I have questions about PBS?

You can contact Ms. Karie Hullin the Leader of Learning in charge of Positive Behaviour Support at the College on 5996 3544 or karie.hullin@education.vic.gov.au. Alternatively, you can contact your child's Year Level Leader using the email addresses found on Compass or the above phone number.