

ALLEGRA SCHOOL COFFS HARBOUR PASTORAL CARE POLICY

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Preamble

Pastoral care is the policy and practices that are fully integrated throughout the teaching and learning and structural organisation of Allegra School Coffs Harbour to effectively meet the personal, social (wellbeing) and academic needs of Students and Staff.

Pastoral care is central to the total environment at our School. This care addresses the diverse needs of our community – emotionally, socially and spiritually. Pastoral care is integral to our School, where everyone has the right to be safe, to learn, be respected and treated with dignity.

The climate of a school is closely correlated with Student behaviour and expectations. All Students and Staff at Allegra School Coffs Harbour have the right to be treated fairly, with respect and dignity in an environment free from physical and verbal disruption, intimidation, harassment and discrimination. Students are expected to take responsibility for their learning and behaviour in an environment that is ordered and where expectations are clear.

Positive relationships are fundamental to quality education. Respect for Self, Respect for Others, and Respect for The School, relies on our partnership with Parents/Guardians and Caregivers and positive relationships with all Community members, working together to support every Student in our care.

Scope

This policy relates to the Principal, Staff and Students.

Policy

Our School is committed to providing a safe and supportive environment for Students and to provide learning opportunities for young people that empowers them to reach their potential in an inclusive and supportive environment: ensuring the emotional wellbeing of Students whose lives may be complicated, challenging or require a particular understanding in order to achieve success.

Staff involved in Pastoral Care at Allegra School Coffs Harbour.

The Principal and Head Teacher have overall responsibility for Staff and Students pastoral care in our School. They maintain an open door policy for both Students and Staff to share issues. They provide ongoing support for Students and partner with the home to assist Students to develop the moral and intellectual character to become positive contributors to society.

Each Teacher in our School has responsibility for pastoral care by providing a safe and caring environment, setting high standards and encouraging Students to accept, participate and value diversity. Through positive adult role modelling and restorative management practices Students are challenged to live with courage and integrity.

Teachers will achieve this by arriving to class punctually, marking the roll, encouraging interaction and communication within the group, taking an interest in the Students learning

and extra-curricular pursuits, referring any pastoral concerns to the Principal/Head Teacher and providing Students with quality teaching and learning strategies for the individual learning needs of Students. By engaging Students in this way, our Students are encouraged to become reflective, self-directed learners who accept personal responsibility for their participation in School and life.

We provide a Student Support Officer to support social, emotional needs of Students and Staff. Referrals to outside agencies are made through the Principal and Student Support Officer as need arises. Examples include Headspace and Interrelate.

Homework

Our Teaching Staff are responsible for the provision of homework that has a specific, explicit learning purpose. Teaching Staff are responsible for setting, support, collection, marking and feedback. Our Teaching Staff will always take into consideration the educational benefit of the task being set and this will be weighed against factors such as socio-emotional wellbeing, access to resources and equity. Staff at Allegra School Coffs Harbour are aware of the learning needs of our Students and their current living situation. Staff will not assume that Students have the external resources necessary to complete all homework tasks.

Student Record Keeping

All Student records are maintained on Sentral. This database is updated regularly and contains information about Student welfare, contact information, conduct records and achievements. It is the responsibility of the Principal and Head Teacher to ensure that accurate records are maintained for each Student.

The School complies with the Privacy Act 1988. This means that all information collected must be for the primary purpose of supporting the School in providing for Students' care and education.

Communication with Parents

The main forms of communication which the School uses to contact Parents are telephone, mobile phone and email. It is vital that the School has accurate, up-to-date contact telephone, mobile phone, email details and medical information for all Students and to ensure their safety and so that Parents can be contacted if necessary.

Postage

In addition to these forms of communication, traditional postage is used to send information from the Principal, invite Parents to occasions such as the Year 10 Formal or to inform Parents of special events such as Camps.

All correspondence will be sent to residential and non-residential address to the Parents/Guardians or Caregiver. If there is a reason that a non-residential Parent should not receive correspondence, the School should be informed and provided with supporting court documents.

Excursions, Retreats and Overnight Camps

Excursions are compulsory activities for all Students where applicable. If a Student is unable to attend these events, where applicable, the School must be notified a week prior to the event. The School may grant financial aid where applicable to enable participation of all Students.

Student Support Service

- We are committed to providing a range of services to meet the needs of all our Students.
- Our Staff are professional and assist Students with sensitivity and compassion.
- Students' privacy is important and therefore, information is shared only with other Staff who may also be assisting the Student.
- We aim to prepare Students for the challenges that await them. Yet, some Students face difficulties that hinder their development.
- We endeavour to provide a caring and supportive environment that allows all our Students to achieve their full potential.
- Our Student Support Services Coordinator can advise Parents about the range of services at our School and act as a referral agency for Students and Parents.

Learning Support

- As a Special Assistance School, caring for Students with special needs forms an integral part of the Allegra School Coffs Harbour education model. The responsibility for all Students' needs is met by all Staff.
- Our class sizes are comparatively small to assure ongoing individual support and/or adjustments.
- Students who are not performing at an age appropriate level will require varying degrees of intervention, ranging from short to long term periods of support to assist them in working towards their full potential.
- Our School is actively involved in assisting and shaping the education of Students with any diagnosed learning disability. Awareness of a specific learning disability is vital in order for the School to be able to maximise assistance towards achieving educational potential.
- We provide assistance to Students through a number of different means. Examples of support that is offered are: reading programmes, comprehension programs, QuickSmart Numeracy, assistance with assignments, small group assistance and team teaching.
- Special Provisions requirements are considered and put in place for assessment procedures.

Counselling Services

- We are committed to providing support for Students, especially as adolescence can be such a challenging time for young people. A Student Support Officer is on site to support Students and work collaboratively with Teachers in a combined approach.
- Confidentiality is always maintained, unless a Student or someone they know is at risk.
- Students are able to contact the Student Support Officer throughout the day on a self-referral basis by requesting that conversation with them.

- Parents/Guardians and Carers are able to contact the Student Support Officer by Phone or through Reception if they have concerns about their young person.
- It is condition of enrolment that the Parent/Guardians and Caregivers disclose if their child is being seen by other outside agencies, i.e. Psychologist, Head Space, Counsellors or has special needs.
- The Student Support Officer will be sensitive to the information obtained and seek clarification where necessary.
- Staff suspecting behaviour indicators such as isolation, absences, more withdrawn, tearful etc. may recommend that the Student Support Officer visit with the Student.
- If a Student is at risk or harm (e.g. to themselves or others, or by other) Teachers are mandated by law to pass the information on to FACS via the Principal. Mandatory reporting may be due to e.g. neglect, youth out of home, abuse, domestic violence etc.

Careers

Our Students are encouraged to plan and prepare for life beyond this School by identifying their skills, abilities, interests and goals. The Head Teacher and Student Support Officer assist Students to participate in work programs and seek information toward further education pathways.

Illness, Incidents and Emergencies

Should a Student become sick or an incident occur while at School, the Student will rest and be attended as necessary in the sick bay beside the Head Teachers Office. The Work Health and Safety Officer will attend the Student. The Head Teacher will contact the Parent/Carer immediately. With Parent/Carer consultation, the Head Teacher will arrange the appropriate health care professional, collection of the Student or release to the care of the Parent/Guardian or Caregiver.

Parents are asked to keep sick children at home until they have completely recovered. Sick children are not receptive to learning. Our School can only provide first aid and there is the risk of infecting others.

Students may be excluded from School in the event of an illness outbreak. The Principal will notify the Health Unit, seek confinement time frames and notify Parents/Guardians or Carers within 24 hours of the outbreak.

In the event of an emergency the Allegra School Coffs Harbour will call an ambulance and notify the Parents immediately.

Recognising and Celebrating Student Achievement

Recognition of achievement and contribution is the most effective part of welfare policy. Acknowledgement methods at Allegra School Coffs Harbour may include a positive word, class outings, and group camps.

Related Policies

Exclusion from School due to Illness Policy
Disability policy
Homework Policy
Medical Disclosure Policy

**Registered and Accredited Individual Non-government Schools (NSW) Manual
Reference No**

3.6 Safe and Supportive Environment 3.6.2

Review of Policy

Policy to be reviewed one year from date of effect or earlier if required.

Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original	Board	21 Jan 2020	22 Jan 2020	Change of Name; minor edits; general review