

# **PASTORAL CARE POLICY**

## **1. RATIONALE**

Recognising the uniqueness and dignity of each person, St Vincent's School strives to develop the whole child within a positive and caring environment, where each one is affirmed and supported with Christian love.

We believe that, in St Vincent's School, which professes Gospel values, each student will show acceptance and respect for others. Fostering these attitudes and values will encourage the students to make right choices for behaviour that is morally and socially acceptable.

We believe that our working together with parents and guardians is essential for the development of responsible behaviour of students who are in the care of the staff at St Vincent's School.

## **2. PASTORAL CARE / DISCIPLINE POLICY**

Areas of responsibility involve:

- (i) The Administration
- (ii) Teachers
- (iii) Students
- (iv) Parents/Guardians

### **2.1 The Administration is responsible for:**

- 2.1.1 Overseeing student welfare consistent with relevant legal requirements (e.g. Social Justice, Sexual Harassment, Child Protection).
- 2.1.2 Supporting staff in developing skills in classroom management, problem solving and conflict resolution.
- 2.1.3 Supporting teachers and students when continuing irresponsible behaviour occurs.

- 2.1.4 Resolving severe conflict.
- 2.1.5 Minimising behavioural problems through appropriate early intervention and referral to other agencies which could provide additional support and counselling e.g. School Nurse, Speech Therapist in cases of hearing deficiencies, reading problems etc.
- 2.1.6 Involving parents in resolving problem behaviour.
- 2.1.7 Maintaining consistency of plans of action and the decision making process.
- 2.1.8 Organising training and development of all staff in behaviour control.
- 2.1.9 Providing safe play areas for students in all age groups.
- 2.1.10 Conducting annual reviews of Behaviour Management Policy.
- 2.1.11 Ensuring the whole school approach is being followed and maintained.
- 2.1.12 Recording all referred offenders, including action taken, in the Discipline book.
- 2.1.13 Keeping up effective communication on all aspects of behaviour management.
- 2.1.14 Discussing and supporting individual teacher behaviour management policies, modelled on the school policy.
- 2.1.15 Providing adequate in-servicing of the Behaviour Management policy to new members of staff.

### **Teachers are responsible for:**

- 2.2.1 Developing a knowledge of the background of the students.
- 2.2.2 Establishing a pastoral care relationship with students.
- 2.2.3 Informing students of their rights and responsibilities.
- 2.2.4 Modelling, acknowledging and teaching responsible behaviour.
- 2.2.5 Resolving conflict with co-operation
- 2.2.6 Developing a positive classroom environment.
- 2.2.7 Planning and implementing programmes suitable for the needs of the students.
- 2.2.8 Developing, implementing and informing the Principal and parents of classroom management procedures consistent with school policy.
- 2.2.9 Developing, supporting and promoting the school ethos.
- 2.2.10 Recording positive and negative behaviour inside the classroom.

### **2.3 Students are responsible for:**

- 2.3.1 Actively participating in the learning process.
- 2.3.2 Keeping school rules.
- 2.3.3 Participating in all required school activities.
- 2.3.4 Resolving conflict without confrontation.
- 2.2.5 Caring for school and community property.
- 2.3.6 Wearing correct school uniform.
- 2.3.7 Showing respect and courtesy at all times.
- 2.3.8 Allowing others to learn.

## **2.4 Parents/Guardians are responsible for:**

- 2.4.1 Supporting staff in developing the School's policy of responsible behaviour in students.
- 2.4.2 Making sure that students arrive at school on time, properly dressed and equipped and to have them collected promptly after 3.00pm.
- 2.4.3 Making sure that students have adequate morning tea and lunch arrangements.
- 2.4.4 Communicating regularly with the school in matters relating to:
  - (i) changed circumstances
  - (ii) extended absences
  - (iii) sickness
  - (iv) progress reports
  - (v) transfers
  - (vi) interviews
  - (vii) Parent/Teacher nights
- 2.4.5 Participating in the review of the Behaviour Management Policy.
- 2.4.6 Being available for requested teacher/administration conference. (Child to be suspended until parents attend interview or an alternative meeting arrangement).
- 2.4.7 Paying school fees.

### **3. BEHAVIOURAL EXPECTATIONS**

What follows is the staff's shared concept of what is understood as responsible student behaviour at St Vincent's School. From these behavioural expectations are drawn our school and class rules.

#### **3.1 By respecting ourselves and our property, we will:**

- 3.1.1 Speak with dignity.
- 3.1.2 Own our actions.
- 3.1.3 Look after our health, fitness and appearance.
- 3.1.4 Strive to do our best in work and play.
- 3.1.5 Look after our belongings.
- 3.1.6 Strive to be obedient to staff members.

#### **3.2 By respecting others and their property, we will:**

- 3.2.1 Respect the good name of others.
- 3.2.2 Acknowledge the skills and abilities of others.
- 3.2.3 Acknowledge the rights of those different from ourselves.
- 3.2.4 Treat all property with good care.
- 3.2.5 Ask permission to use things belonging to others.
- 3.2.6 Strive to be friendly and helpful.
- 3.2.7 Respect and care for the environment.

#### **3.3 By respecting the community of School, we will:**

- 3.3.1 Wear our uniform with respect and pride.
- 3.3.2 Keep the rules and practices of St Vincent's School.
- 3.3.3 Be courteous to visitors and new members of our school community.
- 3.3.4 Be proud to represent our class and school.



#### **4. POSITIVE REINFORCEMENT DECISIONS**

- 4.1.1 To present merit awards at the School Assembly to students as a reward for good attendance, behaviour, class work and extra-curricular activities.
- 4.1.2 To record the names of students who receive merit awards in the School Newsletter.
- 4.1.3 To standardise a system of notifying parents by letter, telephone or in person when students show commendable behaviour or work.

#### **Positive consequences**

- 1. Continuous verbal praise
- 2. Weekly Merit Awards
- 3. Prefects weekly awards and daily rewards
- 4. Faction points
- 5. Silver Broom Award (Class Award for Tidy rooms, areas)
- 6. Individual class rewards

#### **5. NEGATIVE REINFORCEMENT PROCEDURE**

**5.1 Normal discipline action is handled in the classroom and playground by the staff. These could include detention, picking up papers or another action appropriate to the offence.**

5.1.1 . Classroom discipline

5.1.2 . Yellow Card

( i ) The student is sent to the Assistant Principal with written information regarding the behaviour the child is displaying and subsequent behaviour management techniques used to control it.

( ii ) The Assistant Principal then issues the yellow card.

( iii ) Sent home to parents for signature

( iv ) Return to Assistant Principal where a record is kept.

( v ) After two yellow cards a red card will be issued.

5.1.3. Red Card:

( i ) Issued for violent behaviour

(ii) Issued upon receiving a second yellow card.

(iii) Sent home for a parent signature

(iv) Return to the AP where a record will be kept.

(v) Second Red Card will result in an in school suspension

## Suspension

1. Suspension will be held on an appropriate day for the administration team.
2. The parent will be notified of the day of the suspension when they receive the second red card.

### **5.2 Severe cases of inappropriate behaviour by students are to be handled by the Administration. These are.**

- 5.2.1 Consistently challenging authority.
- 5.2.2 Offensive behaviour.(unacceptable language included)
- 5.2.3 Consistently disruptive behaviour.
- 5.2.4 Fighting.
- 5.2.5 Stealing.

### **5.3 A procedure to deal with inappropriate behaviour in an appropriate manner is followed by the Administration. This is set out on the flow chart on the next page:**

- 5.3.1 The contacting of Parents/Guardians to negotiate the appropriate action for behaviour improvement.
- 5.3.2 Possible suspension if inappropriate behaviour continues, until Parents/Guardians have an interview with the Principal.

## **6. CLASSROOM RULES**

- (i) The classroom teacher draws up classroom rules and a system of positive and negative reinforcement, together with consequences

The implementation of consequences should be consistent and appropriate to the behaviour.

- 6.1 The classroom rules address the following:

- 6.1.1 Respect for others.
- 6.1.2 Respect for possessions.
- 6.1.3 Method of communication.
- 6.1.4 Movement in the classroom.

## **7. PLAYGROUND RULES**

- 7.1 No fighting, bad language, play fighting nor rough play to be tolerated. Offenders are to be separated. Offenders are to be sent to the “time out area” outside the Admin office. If the problem is severe, it should be referred to the Principal.
- 7.2 Students will stop playing when the first siren sounds. The students immediately get a drink or go to the toilet and line up. They sit quietly in their lines. Teachers move to their lines after the first siren and supervise the students as they arrive and their movement into the classrooms. Senior student prefects will be allocated to watch students prior to teacher arrival. No student may enter the toilet or get a drink after the second siren.
- 7.3 All food is to be consumed under the covered areas during recess periods.
- 7.4 During any recess and lunch periods students needing help are to contact the teachers on duty. Students are not to approach the staff room.

- 7.5 All students are to keep within the school boundaries, this includes staying out of the bush area.
- 7.6 The area near the library is a quiet area. There is to be no running in this area nor ball games played.
- 7.8 The undercover area can be used for four square All other ball games are to be played on the main courts and the oval.
- 7.9 There will be no playing in the toilets.
- 7.10 No student is to leave the school grounds without written permission from parents or guardians and authorised by the Principal.
- 7.11 During lunch, the students are to be seated in designated areas. After the area has been cleaned up, the teacher may dismiss them after 12.50pm.
- 7.12 All students not waiting for parents are to leave the school grounds immediately after school.
- 7.13 No hat – no play. These students must sit in the undercover area.
- 7.14 Children to move quietly between classes and not to run on walkways.
- 7.15 Mobile phones to be turned off and left in bags during school time.

## Behaviour Management Flowchart

