

St John's Primary School

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Pastoral Care Policy



*St John's Primary School, as part of the Catholic faith community,
strives to provide a caring, compassionate and supportive environment,
where each person is valued and encouraged
to develop to his/her full potential.*



Pastoral Care Policy

Rationale

As teachers of St John's we care for our students. Our primary concern is to care for them as children of God, temples of the Holy Spirit. To this end we cater for their spiritual, physical, social, educational and emotional needs.

Pastoral Care means enhancing the dignity of each person within a Catholic faith community. The school vision statement should reflect the Pastoral Care Policy of the school.

THE CORE VALUES AT ST JOHN'S

Friendship:	Pursue quality relationships among the whole school community.
Community:	Cultivate a sense of sharing in a loyalty to the whole school community and the wider community of which we are a part.
Honesty:	Foster authenticity in our view of self and in our behaviour and representations to others.
Creativity:	Encourage a wide variety of talents and a diversity of approaches in academic sporting, musical and artistic endeavour.
Achievement:	Promote the value of personal effort and respect for the efforts of others.
Fairness:	Ensure that all are treated in a just and equitable manner.
Self Respect:	Develop personal inner harmony and promote the personal development of others.

Our school should give witness to genuine Christian simplicity and the Gospel spirit of poverty. St John's will aim to avoid affluence and be counter-cultural, as the 'Mandate of the Catholic Education commission of Western Australia' recommends. Catholic schools are for *all* children; therefore, we should not have barriers such as high fees and costs, giving every child

The dignity and respect of each person in the school community is considered as fundamental in the entire educational process. Pastoral care infuses all aspects of school life. It is concerned with maximising learning and growth and developing the beliefs, values, attitudes, knowledge, skills and practices to enable all to become inner-directed, contributing members of God's creation.

Our school aims to demonstrate 'Christian Forgiveness' and a discipline policy centred on managing bullying and student behaviour fairly and justly has been developed.

These policies have been developed in conjunction with Curriculum Framework. In particular, Overarching Statement 13:

"students recognise that everyone has the right to feel valued and be safe, and, in this regard understand their rights and obligations and behave responsibly."

Communication is the important element of Pastoral Care. Issues can be discussed and various strategies implemented with the support and cooperation of all parties involved.

Individual programmes and plans may be developed and implemented, in conjunction with parents, teachers and children involved, to help increase self-esteem, stop bullying, deal with crisis, help those in need and develop behaviour plans if needed.

It is important for students to see common beliefs, attitudes and goals between their home and their school. Communication with parents, carers and guardians is of vital importance. To prevent misunderstandings, parents need to be informed of changes, encouraged to be involved in the School and have confidence that they have chosen the most supportive school for their child. Parent, staff and student collaboration is ongoing and helps to support and strengthen our Pastoral Care program.

Our framework is flexible in order to account for the individual needs of each student knowing that all policies within the school are influenced by the Pastoral Care policy. The integration of culture and faith, and of life and faith is considered in our policy.
the opportunity for a Catholic Education.

Our Pastoral Care also includes the services of a Social Worker who is available for the school community by appointment. All members of the Leadership team are available to hear concerns, but parents are asked to discuss classroom issues with the class teachers first. As staff are busy it is important that appointments are made so quality time can be set aside.

Administrators and staff will be role models in the mutual care and support they show each other and the students. It is from the Pastoral dimension of the total school life that students learn their own value and dignity. Every Staff member shares some responsibility for the pastoral dimension of the Catholic School.

Pastoral care at St John's:

- Has the individual as its focus,
- Permeates all aspects of the curriculum,
- Is exercised mutually by all members of the school community and
- Promotes respect for the rights of every person.

The Pastoral Care Policy will cover the following areas of student welfare:

1. Student Behaviour Management
 - Classroom behaviour
 - Playground behaviour
 - Bullying, Harassment and Violence
2. Student Safety
 - Student supervision during school time
 - School camps and excursions
 - Emergency evacuation procedures
 - Bicycle safety
 - Student pick up and drop off
 - Road safety
 - Reporting of accidents
 - Weather limitations
 - School Safety Committee

3. Student Health
 - Infectious diseases
 - Administration of medication
 - Sick room
 - Medic alert students

The pastoral care and welfare of students at St John's School includes the following:

- St John's Code of Conduct
- Student behaviour management—classroom and playground
- Uniform regulations
- Homework guidelines
- Administration of medication
- Supervision of students
- Caring for sick children
- School safety—drop off/pick up, bicycle safety, children's crossing etc.
- Emergency evacuation procedure
- Student health—infectious diseases
- Sun Smart school policy
- Reporting of accidents
- Organisational matters—bell times etc.
- Social worker
- Learning assistance Program
- Management of bullying issues
- Privacy
- Use of e mail and internet

Other policies related to student pastoral care and welfare as indicated by the Catholic Education Office include Social Justice and Equity, Child Abuse and Gender Equity.

At St John's we have a 'hands off' approach with the students, but a teacher may take physical action that is appropriate to prevent or restrain a student from acting in a manner which places at risk his/her own safety, that of another student or a member of the staff of the school.

No teacher should be alone with a student in a room, It is wise to ensure that teachers have witnesses to any disciplinary action that may occur

Within all aspects of the school environment, the values of the Curriculum Framework are considered. The school, family and parish are enriched resources for learning and will help our children to explore values with themselves and others in:

- a. A pursuit of knowledge and a commitment to achievement of potential
- b. Self-acceptance and respect of self
- c. Respect and concern for others and their rights
- d. Social and civic responsibility
- e. Environmental responsibility

Structures in place that support the Pastoral Care Program at St John's include:

- Token system—earning points for you Guild
- Bullying and Behaviour Management Policy

Appendix II

- Class weekly awards
- Weekly best manners award
- Class buddy systems
- Birthday stickers and books

VISION STATEMENT

St John's School, as part of the Catholic faith community, strives to provide a caring, compassionate and supportive environment, where each person is valued and encouraged to develop to his/her full potential.

DISCIPLINE POLICY

St John's has a Schoolwide Assertive Discipline Policy. This has been designed to have a good effect and accomplish the goal it sets out to achieve, namely to maintain acceptable student behaviour. This plan works in the classroom and out in the playground. Each class has 4 or 5 simple rules that cover behaviours we expect from our students.

CLASSROOM RULES

See Classroom for details.

OUTSIDE RULES

1. Follow directions and show respect at all times.
2. Walk on all walkways.
3. Keep hands, feet and object to yourself.
4. Use appropriate and acceptable language at all times.
5. Litter in bin.

AFFIRMATION OF POSITIVE BEHAVIOUR

Emphasis is placed on the creating of a positive atmosphere throughout the school, and in the relationships between parents, students and teachers.

IN THE CLASSROOM

Each teacher has a system of rewards, praise and tokens to encourage and nurture the development of a cooperative relationship.

IN THE PLAYGROUND

A token is issued as a reward for a positive display of behaviour and goes towards a weekly school Guild competition. These points accumulate and go to an end of term overall reward for all team members. There is also a weekly reward for a member of that winning Guild, presented at assembly by the Head Boy or Girl. Free time or play station (depending what grade) is given to the class with most tokens. The class nominated as the best dressed each week will receive ten extra tokens. The class with the tidiest area also receives ten extra tokens.

RESPONSES TO UNDESIREDBEHAVIOUR

IN THE CLASSROOM

(See classroom plan for details)

IN THE PLAYGROUND

'Out of Play' indicates that the child is required to sit on a bench for a given period of time nominated by the teacher imposing the consequence.

SEVERE CONSEQUENCES

Any continued disregard for classroom or School rules may incur serious consequences. The Principal will be advised of any short-term detention or withdrawal (Eg. 30 minutes to one hour). If it is deemed necessary by the class teacher and Principal that a period longer than one hour is necessary, parent/guardian will be notified. A written record must be kept of such consequences. Detentions or withdrawals are only used after other strategies have been previously tried or for serious misconduct deemed to be preferred to the good order and reputation of the school.

SUPERVISION - Legal

Staff Responsibilities

All teachers are required to provide adequate supervision for the children in their care while at school or other related activities.

Before school supervision is provided by a teacher on duty from 8.30am to 8.45am. Teachers are required to supervise children at recess from 10.30am to 10.50am and at lunch time from 12.30pm to 1.15pm. At 3.10pm two teachers supervise the children to the Kiss and Ride area and one teacher supervises the Church car park until 3.30pm.

Playground duty is completed on a rostered basis (Five teachers per day)

10.30am—10.50am - Two teachers

12.30pm—12.50pm - One teacher (10 minutes of children sitting eating their lunch)

12.50pm—1.15p - Two teachers

DUTY RESPONSIBILITIES

All children are in the playground unless supervised by teachers in the classroom or monitors in the library.

- Supervise safe playing of children
- Control of litter, use of sports equipment, oval, toilets, use of bins and play areas.
- Medical assistance by self or assigned teacher allocated to look after sick or injured children.
- Report to the Principal any incidences of gross behaviour or obvious breaking of school rules.
- Peculiar incidents eg. Lonely child, no lunch, upset, excess money should be reported to the class teacher responsible for that child. These matters can be discussed at staff level during staff meetings if necessary.
- Report in written form accidents that have required medical treatment.

Duty is an active time to be used to its full advantage. It is necessary legally and should be completed diligently and enthusiastically.

SICKNESS

A room is supplied in the administration building for the children who cannot be sent home. They are observed by the School secretary.

ABSENCE FROM SCHOOL

Please see Attendance Policy for additional information

- Short term - A written note or email explaining absence should be handed to the class teacher on return to school. If not, the teacher will issue an absent note to be completed by the parent and returned immediately.
- Long term - Parents are asked to contact the School office in the event of an expected long-term absence.
- Children leaving the school during class time - If a child has to leave the school grounds during class time, parents/guardians must come to the office and sign the relevant book giving name, date, time and reason for withdrawal. (Eg. Doctor's appointment)

REPORTING ILLNESS, INCIDENTS OR MISDEAMEANORS

If children are unwell they should not be sent to school. If they become ill or have an accident at school a parent or emergency number will be contacted.

ADMINISTRATION OF MEDICATION

(See Administration/Storage of Medication policy)

STAFF PASTORAL POLICY

The following policy has been implemented to look after and provide for the best interests of staff at St John's School.

CLASS MONEY

The school finance officer will advise teachers of the allocation of class funds at the beginning of each year.

This allocation should assist staff in the purchase of small classroom items to assist with the care and management of the students in the teacher's care.

Items could include:

- Stickers, rewards, prizes
- Stationery items
- Diary
- Charts
- Minor furniture requirements
- Classroom equipment (baskets, trays, etc.)

SPECIAL EVENTS

Birthdays:

A roster will be organised by the Leadership Team to include all birthdays of staff associated with the school. Working in pairs a 'card and cake' requirement, purchased at personal expense should be organised on the day of celebration and presented at morning recess for staff to enjoy.

Staff sickness and short-term hospital stay or convalescence:

The school will provide a card and gift to be organised by the Leadership Team or an assigned person to be delivered or presented at the earliest possible time to the date of notification.

Marriage/Birth/Death/Special Event:

In the event of the birth of a child to a staff member or partner, the Leadership Team will organise a gift from the staff. Loss of a loved one or celebration of a special event to a staff member will be arranged between the principal and administration staff.

CONDITIONS FOR STAFF CONTRIBUTIONS

In the interest of staff relations and harmony, staff leaving the school will be recognised for service and contribution to the school according to the following:

- Sick leave or leave without pay for a period of a term or more. A donation collected for a card and gift, from each full-time staff member and 'pro-rata' for part-time staff will apply, presented at a function that could take the form of morning tea, lunch, afternoon tea or a meal out.
- Permanent departure from staff should be a contribution that reflects length of service.

The Admin Team will collect funds to purchase gifts, paper and card or he/she may delegate this responsibility. Contributions are voluntary and the amount given at the discretion of each individual staff member, and will remain anonymous. It is usual that full-time teaching staff meet the suggested cost and a 'pro-rate' calculation will apply to part-time teaching and ancillary staff. At all times staff will be asked for a contribution that is acceptable to them and within their means.

CLASS PARTIES AND CELEBRATIONS

- A class party can be organised at the end of each term if desired.
- Birthdays, student departing and parent events are at the discretion of the class teacher. Expenses incurred are met by the class or persons involved at their own expense.
- Theme parties must be related to an educational aim/outcome.

STAFF FUNCTIONS

During the school year, there are 'set' occasions where the staff are expected to attend in order to show their support for the school community.

Orientation of new staff will take place with leadership team the week prior to the start of school (refer to induction booklet).

COMMUNICATION STRUCTURES

Effective communication is an essential component of the St John's Pastoral Care Program. The following structures exist to assist communication.

- Student Prayer Assembly – each Monday at 8:45am
- Newsletter - every Tuesday
- Parent/teacher nights - Term One
- Staff meetings - every second Wednesday
- Staff Notice Board
- Term calendar of events
- Class Notice Board
- Class representatives to the P & F
- Formal assemblies several Friday's each Term
- SMS and Email alerts through SEQTA
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