



# ST. ANDREW'S GRAMMAR

## PASTORAL CARE POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
April 2010	Staff and Management Team	-	2011
April 2014	Principal	2014	2015
March 2017	Principal	2017	2018
July 2018	Principal	2018	2019



# ST. ANDREW'S GRAMMAR

## Pastoral Care Policy

### **Aim and Policy Statement**

It is a primary aim of our school that every member of the School community (staff, students and parents) feel valued and respected and that each person is treated fairly.

We are a caring community whose values are built on the four pillars of Hellenism and mutual trust and respect. The School Pastoral Care Policy is designed to support the way in which all members of the school can live and work together in a supportive way.

It aims to promote an environment where everyone feels safe, secure and supported.

This policy must be read in conjunction with all other pastoral policies including but not limited to:

- Anti-Bullying and Restorative Practice Policy
- Behaviour Management Policy
- Emergency and Critical Incident Management Policy
- Child Protection Policy
- Duty of Care Policy
- Enrolment Policy
- Social Media Policy

The Pastoral Care Policy is underpinned by the St. Andrew's Grammar Vision and Mission Statements.

### **Vision**

The vision of St. Andrew's Grammar is to develop a Kindergarten to Year 12 School that strives for excellence in all endeavours and caters for the individual difference of each child.

### **Mission**

St. Andrew's Grammar provides a unique Christian and Hellenic co-educational experience with a particular focus on academic excellence, Greek language and culture within a safe and caring learning environment from Kindergarten to Year 12.

### **Charter of Rights and Responsibilities**

This Charter applies to students, staff and parents. All members of the School community must be responsible for their actions and be prepared to guarantee the rights of every other person.

### ***Expectations:***

To further the School's purpose, all members of our School community will:

- Work responsibly and diligently;
- Respect each other's property, possessions and the total School environment;
- Be punctual, prepared and well presented;

- Abide by the School's rules and regulations.

### ***Rights:***

All members of the School community have the right to:

- Be treated with respect, courtesy and honesty;
- Work and interact in a safe and supportive environment;
- Work in a purposeful and non-disruptive manner;
- Be proud of their school.

### ***Responsibilities:***

All members of the School community have the responsibility to:

- Model respectful, courteous and honest behaviour;
- Treat St. Andrew's Grammar as a community where individuals can freely express opinions, beliefs and values in an ethical manner;
- Ensure that their behaviour is not disruptive to others;
- Keep the School environment neat, clean and safe;
- Behave responsibly.

The primary aim of the Pastoral Care Policy is to assist all students to flourish in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

### **School Expectations**

The School praises and rewards students for good behaviour in a variety of ways, dependent upon the age of the student. We acknowledge the efforts and achievements of students, both in and out of school.

We also employ a number of sanctions to enforce the School rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to every individual situation.

It must be noted that the School does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear. All incidents of bullying are followed through in accordance with the School's Anti-Bullying Policy.

**On no account is corporal punishment used at the School.** Staff only intervene physically to restrain students or to prevent injury to a child, or if a child is in danger of hurting himself. The actions that we take are in line with government guidelines on the restraint of students.

### **The Role of Parents**

The School works collaboratively with parents so students receive consistent messages about how to behave at home and at school through various measures include the student diary.

We expect parents to support their children's learning and co-operate with the School. We work to build a supportive dialogue between the home and School and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the School needs to use reasonable sanctions as a consequence of unreasonable behaviour by a student, parents should support the actions of the School. If parents have any concern about the way that their child has been treated, they should initially contact the class teacher or Head of School.

If the concern remains, they should contact the Head of Primary, Academic Director or the Principal. If these discussions cannot resolve the problem, a formal grievance process can be implemented. Our Complaints and Grievances Policy outlines the procedures for this process to be implemented.

### **The Role of the Chaplain**

The St. Andrew's Grammar School Chaplain is a Reverend Father of the Serbian Orthodox Church. The Chaplain can be approached when a student needs someone to talk to in addition to the classroom teacher, Form Teacher, Head of Primary, Academic Director or Pastoral Coordinator Years 7-9.

The School Chaplain will provide support for students, parents and staff during times of bereavement and loss, illness and stress and will provide the whole school community with another link to the church.

### **Legislative Requirements**

The School will only engage suitably qualified staff, volunteers, outside tutors and external providers who have satisfied all of the necessary mandatory screening procedures (including, and in line with, the Children and Community Services Act 2004 (WA) and the Working with Children (Criminal Record Checking) Act 2004) and who are fully informed of their responsibilities under these various Acts.

The School will report and respond to any inappropriate conduct by members of the School community in accordance with the mandatory procedural reporting requirements in each relevant Act.

### **Student Welfare**

This policy supports the School community in aiming to allow everyone to work together in an effective and considerate way. The main aim is that people can work together with the common purpose of helping everyone to learn.

The School understands that the safety of those within each campus of the School is of paramount importance. In instances where there is a need to evacuate buildings for any reason there is a stipulated Evacuation Procedure.

Unless students have special leave or are ill, the School expects that all students will maintain full attendance at school and remain at school throughout the day.

At St. Andrew's we understand that students within the School may need to have prescribed medication. In such instances, the medication will be secured at the Health Centre near Reception. The School will ensure that the medication is administered safely and correctly. The administration of any prescribed medication while at school will be recorded by the appropriate qualified staff members.

The School understands that a critical incident is any situation faced by members of the School community that causes unusually strong emotional, psychological or physical distress. The

Emergency and Critical Incident Management Plan details procedural arrangements for the event of any serious or critical incident.

## **Monitoring**

The Principal, School Chaplain, Head of Primary, Academic Director and the Pastoral Care Coordinator (Years 7-9) monitor the effectiveness of this policy and all associated policies on a regular basis.

## **What we value:**

At St. Andrew's Grammar the School community values:

1. **Respect:** The capacity and requirement to respect yourself and others at all times.
2. **Belonging:** We endeavor to ensure that every student has a sense of belonging within our community.
3. **Trust:** The School expects honesty and integrity in all interactions.
4. **Communication:** Effective communication is important to the development of relationships within the School community and beyond.
5. **Spirituality:** We endeavor to provide each student with the opportunity to continually develop their relationship with self, others and God.
6. **Behaviour Management:** All members of the School commit to achieving a positive learning environment for students and teachers.
7. **Adaptability:** The School acknowledges the requirement for a flexible approach to meet the needs of our students.
8. **Tradition:** The School acknowledges its Greek heritage and culture and integrates this through curricular and extra-curricular school events. The School community celebrates important dates within the Greek calendar.
9. **Community and Support:** The School recognises the importance of individuals participating and contributing as members of the School and broader community.

## **Priorities**

In order to achieve the Vision and Mission of the School and enact this Pastoral Care Policy every member of the School Community will promote the following priorities at all times:

### ***Academic Excellence***

Will be attained through the:

- Employment of suitably qualified and motivated staff;
- Enrolment of students who want to learn and become a valued member of our learning community;
- Development and construction of the necessary facilities;
- Creation and maintenance of a suitable developmental learning environment for each child which is holistic- encompassing cognitive, cultural, emotional, spiritual, physical and social learning;
- The acquisition of knowledge and accumulation and application of life skills;
- Understanding of accountability by all staff at the School;
- Implementation of programmes of teaching and learning that is progressive, collaborative and co-operative with hands on activities facilitated by the teachers; and

- Implementation of lessons that are engaging, motivational skills based and relevant in a challenging but safe environment.

### ***Application***

It is necessary for ensuring the application of the students at St. Andrew's Grammar to encourage and support them in an environment through:

- Positive role modelling from staff;
- Necessary facilities and classroom resources;
- An academically challenging, yet enjoyable educational environment;
- Relationships which provide security and maintain a student's sense of self worth;
- An explicit purpose related to the needs, interests and learning styles of each learner;
- Activities that are; stimulating, student centered, interactive, creative, integrated and innovative and built on student's prior knowledge;
- The provision of appropriate and relevant resources;
- The understanding that learning is a two-way process;
- The establishment of clear and professional boundaries, positive reinforcement, self-respect and self responsibility; and
- Accountability by students and staff

### ***Achievement***

Students will be able to achieve their maximum potential through:

- A caring and understanding staff in which each student will be encouraged to achieve to his/her own potential;
- Maintenance of appropriate class sizes;
- The provision of educational programmes covering a range of activities from which students can select; and
- An environment in which students are stimulated and encouraged to participate in all curricular and extra-curricular programmes available at St. Andrew's Grammar.

### ***Belief and Orthodox Christian Values***

All students will be encouraged to believe in themselves and to have honesty, integrity and accountability to themselves and others through:

- The provision of a structured Greek Orthodox religious programme in collaboration with the Greek Orthodox Church and interaction with the teaching staff, church authorities and the Greek Studies programme;
- The establishment of student leadership programmes within the School; and
- A motivated body of staff trained to instill a sense of confidence in the students.

### ***Belonging***

All students at St. Andrew's Grammar will develop a tangible sense of belonging where they will feel that they are cared for, appreciated and that they have a sense of ownership through:

- Small class sizes in comparison to the expected norm;
- A caring and motivated teaching staff;
- The promotion of a caring academic and Christian Orthodox culture within the School; and
- Involvement in the activities of the broader Greek community.

### ***Betterment***

Through a motivated staff and the provision of the necessary facilities and other educational programmes, the School will promote a culture of betterment and improvement at all levels by the students. The staff will:

- Have a knowledge of students (developmental stages and individually), subject, classroom management and pedagogy, and a passion for teaching;
- Have realistic and above all, positive expectations of their students;
- Undertake continual and relevant professional development through formal PD courses and networking;
- Have positive, caring and collaborative working relationships with each other and with their students and the parents of the students in their care and within the wider school community;

### ***Community***

A true sense of community will be encouraged through:

- The establishment and ongoing development of the School as a genuine learning community with shared common values and a known Mission;
- The provision of suitable buildings, classrooms, specialist rooms, appropriate resources and a positive learning environment that is well planned and maintained;
- The support of the staff in matters of behaviour management, suitable timetables and calendared events as well as routine events with clearly defined protocols.
- Relatively small class sizes.

### ***Creativity***

The School will provide an environment that encourages students to identify their interests and reach their potential and to “push their own personal boundaries” so that they can make a difference. This will be actively encouraged by:

- The staff.
- Their peers.
- Their families.
- The Church.