



St Francis Xavier's School Pastoral Care and Welfare Policy

St Francis Xavier's School is a Christian and specifically Catholic K-6 school community where people support each other in promoting values, knowledge, skills and attitudes, which contribute to the total development of each learner.

Our purpose is to provide an educational climate that allows students to learn together to achieve their personal best in a united, caring, Christ-centred environment, promoting justice for all. We believe that all students are loved by God and as teachers it is our duty to be liberators, leaders and shepherds.

Pastoral Care

Our School Community is built up of the parish community, parents, carers, students, school staff and others from the wider community. Pastoral Care must endeavour to involve and enrich all of these members, as Pastoral Care is the responsibility of each member of the community. It is the right of all members of the School community to expect and receive Pastoral Care.

The heart of Pastoral Care at St Francis Xavier's School encompasses concern for the spiritual, intellectual, social, physical, emotional, moral and cultural well being of each person.

Making time for others and affirming each individual develops a sense of personal worth and can make us all feel that we have gifts to offer the School Community.

St Francis Xavier's pastoral care of students means we try to:

- Make each child feel important, special and cared about,
- Acknowledge and celebrate student achievements,
- Take an interest in every child affirming their strengths and their family,
- Know where each student is at developmentally so as to cater for their needs in a positive manner,
- Help students feel at ease in new situations,
- Show respect and understanding,
- Be available, and be a good listener.

Welfare Policy

The Welfare Policy is based upon our Pastoral Care emphasis, which is inherent to our teaching of Religion and is in place in every KLA and aspect of the school. **Behaviour Management** is conducted with the dignity of all members of our community in mind.

Encouragement and reward is used as the means for the promotion of self-discipline and a sense of personal worth. Students are expected to remember that they each have rights as well as corresponding responsibilities.

The Student Code of Behaviour incorporates the major features of the Welfare Policy. The Student Code reflects the Christian dimension of our school community and is the basis for the School's Expectations of its Students.



Persistent and/or serious breaches of the Student Code will not be ignored and will be dealt with according to the age of the student and the circumstances.

Parents and carers are encouraged to be involved in the disciplinary process and their advice and support are appreciated and will be sought whenever concerns arise.

At the beginning of each year, students and teachers discuss issues related to pastoral care and discipline. Students will review School Expectations at the beginning of each year, signing a contract agreeing to observe the Expectations. Expectations will be published in newsletters and displayed in prominent places around the school.

The Student Code of Behaviour

This code reflects the Christian dimension of our school and is based on the Rights and Responsibilities of each learner.

The School's Expectations of its Students

To help students in the implementation of the Student Code of Behaviour, this list of expectations has been developed.

I am respectful...

I respect others in my speech and actions.
I don't hurt others with teasing, fighting, rudeness or "put downs"
I keep my hands off other people and their property.
I knock and wait before entering other classrooms or the office.
We all have a right to be happy and treated with understanding

I am proud...

I participate in all school activities
I wear the correct uniform
I care for all our school property
I behave well in public
I don't speak badly of my school
I try to support school fundraising activities

I am ready to learn...

I am punctual to class
I bring everything I need to school
I will complete all work to the best of my ability

I am safe...

I will bring my hat so I can play safely in the sun.
I will report to the office if I am late, or before leaving school early.
I will bring signed notes back in quickly.
I will follow safety regulations everywhere.
I will not use tobacco or other harmful substances.
I will be responsible taking medication if needed.



At the start of each school year, students will receive a copy of the following Rights and Responsibilities chart. The chart will be signed and become a contract for what is expected of each child while at school. Students will be reminded of their Rights and Responsibilities when behaviour becomes inappropriate and unacceptable.

Forms of Encouragement

1. Students will be encouraged to contribute to and observe the Student Code of Behaviour which will be advertised to parents annually and displayed in prominent positions around the school.
2. Students will be reminded by teachers (in a manner and style appropriate to the age, needs and understanding of their students) of the School Expectations from time to time.
3. Students who meet expectations will be acknowledged in the following ways:
 - A simple "Thank You" or similar comment
 - Individual Consequences and Rewards charts in Classrooms
 - Acknowledgement by the teacher in front a student's peers
 - Special mentions at assemblies or in School Newsletters,
 - Granting of awards such as 'Weekly Classroom Awards'
 - Presentation of certificates, ribbons, medallions and other memorabilia at school assemblies and
 - Major Awards presented on Speech Night
 - Election of School Leaders and presentation of them to the school community at a School Mass

St Francis Xavier's classrooms and learning areas all display and record the following charts for Rewards and Consequences

Individual Rewards	
5 Points	= Merit Slip
10 Points	= Class Reward Day Point
25 Points	= Letter to go home
4 MJR Stars	= Class Reward Day Point

Individual Consequences-Negative	
<i>Students will receive a cross for unacceptable behaviour and / or breaking of rules:-</i>	
X	= Warning
XX	= Loss of play time (5mins K/1/2 - 10mins 3/4/5/6)
XXX	= Time out in another lassroom
XXXX	= Detention
<i>Severe Consequence</i>	
<i>Violent and / or abusive will result in immediate removal from classroom and student is sent straight to the Principal.</i>	



Consequences of Unacceptable Behaviour

There may be occasions when students act in ways inconsistent with the School's Expectations. As a result, they fail to observe the Rights and Responsibilities of themselves and others.

Depending on the seriousness and/or frequency of the behaviour concerned, the matter will be dealt with by a teacher or the Principal. Consequences for unacceptable and inappropriate behaviour may include loss of play, detention, loss of privileges and suspension.

In the instance of serious or repeated breaches of the Expectations, the Principal will organise a meeting with the student concerned, and parents and/or carers. And a period of suspension may be deemed necessary.

Detention

As stated on the Individual Consequences Chart for Negative Behaviour, a student is placed on detention after receiving 4 crosses. The student will spend the lunch period isolated from their peers, completing a worksheet reflecting on the reasons they are on detention and reviewing the Rights and Responsibility Chart.

<i>Reasons for being placed on Detention</i>	<i>What happens to students placed on Detention</i>
<p>The teachers are worried about you. They feel you are not co-operating, you are repeatedly causing problems in class or around the school.</p> <p>You have received four crosses for doing one of more other the following:</p> <ul style="list-style-type: none"> • Not getting your work done • Trying to disrupt the class, which means others cannot get on with their work. • Being rude to staff • Behaving badly in the playground • Behaving badly in school celebrations eg Mass, assembly • Using bad language • Not respecting the rights of others 	<p>A letter will be sent home to your family stating why you have been placed on detention.</p> <p>You will identify what Rights and Responsibilities have been ignored by your behavioural choices</p> <p>You will identify what changes need to be made to ensure your behaviour improves</p>

• 3 or more detentions in a two week period results in a formal meeting with Principal, parents or carers and the classroom teacher. This may result in loss of privileges for the term and may result in Suspension.

• 4 or 5 detentions in a term results in a formal meeting with Principal, parents or carers and the classroom teacher/s. This may result in loss of privileges for the term and may result in Suspension.



Loss of Privileges

At St Francis Xavier's School classrooms work to earn Reward Days and there is a Big Reward Day at the end of the year. Children who have received 3 or more detentions in a 2 week period, 4 detentions in a term or have been suspended from class may be excluded from Reward Days.

Children who have received 3 or more detentions in a 2 week period, 4 detentions in a term or have been suspended from class may lose privileges for that term: school and class excursions, special shows or performances visiting the school and/or special sporting events.

These children may also be excluded from representative sporting events. The decision as to whether a child attends these events will be decided through consultation with Principal, parents or carers and staff.

Suspension

A student who continues to ignore School Expectations may risk suspension. The decision to remove a child from the classroom is a result of previous attempts to address unacceptable and inappropriate behaviours failing. Students may be suspended from their classrooms for 1-5 days. During this time students will be isolated from their peers during class and break times. Work will be set by the teacher and completed by the student.

Any exclusion from class requires a letter to be sent home informing parents or carers. Prior to this letter, families will be contacted by telephone and asked to attend a meeting to discuss the student's behaviour and suspension.

A behaviour contract will be developed before the student returns to the classroom. The contract will be developed in consultation with the student and classroom teacher. The contract needs to be observed or the child risks out of school suspension.

Student may be placed directly on In-school suspension for severe behaviour. This includes: violent and/or abusive behaviour towards students and/or staff; wilfully destroying school property; stealing; leaving school grounds during school hours without permission

If there is no improvement in a student's behaviour, the family will be requested to attend a meeting with the Principal and classroom teacher to discuss the situation. This may result in out of school suspension for 1-5 days.

Expulsion

In extreme circumstances, and in accordance with the guidelines issued from time to time by the Catholic Education Office (CEO), the Principal may recommend to the CEO Director that a student be expelled from school. Families will be notified if a student is at risk of Expulsion.

Corporal punishment will not be administered in any circumstance and St Francis Xavier's School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, carers or guardians to enforce discipline at the school.



Statement on Bullying

This statement on Bullying is a supplement to St. Francis Xavier's Pastoral Care and Welfare Policy and is to be used in conjunction with that document.

The staff, students, parents, carers and guardians of St. Francis Xavier's recognise that bullying is a serious problem in all schools and unfortunately the students of our school are not exempt from this problem.

At St. Francis Xavier's we are committed to overcoming this problem by implementing strategies that will ensure that the victims of bullying are granted justice and have their right to a happy and fruitful time at school restored. We are also concerned that the "bully" is able to develop better social skills that show respect for others so that we all grow and develop as God intended.

What is Bullying?

Bullying takes several forms and can be:

Physical: striking, kicking, damaging or taking belongings, etc

Verbal: name-calling, teasing, insulting, racist remarks, etc

Emotional/psychological: spreading rumours, exclusion from social groups, persistent mockery, manipulation of friendship groups, etc

Bullying differs from common quarrelling but often begins with a quarrel that is not resolved. Bullying is often very persistent and takes place over a significant period of time. Bullying involves a power imbalance where the victim is left feeling helpless.

What will be done?

Students are given a clear definition of bullying and need to be told that this type of behaviour will not be tolerated at school. The "hands off" rule must be observed on all occasions.

Students are taught that bullying is not the fault of the victim; however, there are many strategies that can be employed that will reduce the likelihood of being bullied.

Students are encouraged to develop empathy for others, especially people who are less fortunate than ourselves or who may be different from them. There is ample opportunity for this to be stressed, particularly in the Religious Education, Personal Development and Health, H.S.I.E and English K.L.A's.

Students are encouraged not to stand by and let bullying happen, but rather seek to help the victim and, if necessary get help. It is important that students are encouraged to report cases of bullying.

Parents, carers and guardians are also encouraged to contact the school if their child is involved in bullying. It may be necessary that parents do this more than once if the situation does not improve or re-occurs. It is best if the contact can be made as soon as possible.

The teacher on the spot at the time may deal with the incident. However, it should be made clear to the students involved that follow up will occur to ensure that all is well. This may simply mean that the teacher will, later that day or the next day, ask the student who has been bullied if things are O.K. now.



Teachers, parents, carers, guardians and students are encouraged to discuss problems with the Principal who will then determine if it is necessary to take further steps. This includes talking to the students involved and employing some or all of the following strategies:

Method Of Shared Concern

This approach starts from the premise that there is a problem and aims to establish rules so that the students can co-exist within the school by directing the bullying students into a change of behaviour. It does not seek to establish blame or to punish. (The Hidden Hurt, Ed Murphy & Rob Lewers)

Support Group Approach

This is a development of the above approach but draws in by-standers and creates a group pressure to change behaviours. (The Hidden Hurt, Ed Murphy & Rob Lewers)

Mediation

This approach relies on an outside person acting as "umpire". This is not appropriate when the bully is a repeat offender. (The Hidden Hurt, Ed Murphy & Rob Lewers)

School Counsellor

The School Counsellor may be asked to assist the Principal with a problem, the victim and or the bullying student/students.

Parents and Carers

The parents, carers or guardians of bullying students will be notified and asked to assist the school in seeking a change in their child's behaviour. Regular contact is also made with the parents, carers or guardian of the student who is bullied.

Records

Confidential records of bullying incidents will be kept by the classroom teacher and / or the Principal.

Further Action

Students who continue to bully others may be removed from the playground and/or classroom and placed on detention.

If a bullying student is resistant to a change in behaviour the Principal may decide to suspend a student from school. The Principal, in consultation with the Parish Priest and School Counsellor, may recommend to the Director of the Catholic Education Office that a student involved in bullying be expelled from school.