

STUDENT WELFARE



Pastoral Care and Student Management Policies and Procedures

St Peter's Visions and Values

The St Peter's community is focused on achieving **one's best, continuous improvement** and **teamwork**. This is achieved by forging **authentic relationships** built on **trust, respect and integrity**.

Our staff constantly model and reinforce the importance of **preparation, effort, honest self-reflection** and meaningful **feedback**. The College has three key touchstones: **Faith, Courage and Excellence**.

The College community believes FAITH:

- Is expressed through our actions, words, thoughts and relations with Christ and others
- Reinforces the importance of Pastoral Care and Anglican virtues such as compassion, giving, sharing and gratitude
- Establishes a nurturing community built on trust, acceptance and forgiveness
- Results from a greater understanding of self and the world around them

The College community believes COURAGE:

- Develops resilience, determination and accountability
- Allows individuals to set and reach personal goals despite hardship and adversity
- Is required to establish socially just communities
- Promotes doing your best, without fear of failure

The College community believes Excellence:

- Results from high expectations, motivation and endeavour
- Is an individual journey where one continuously aspires to do one's best
- Involves the delivery of quality learning practices within collaborative and supportive staff and student relationships
- Is achieved by learners who are curious, creative and critical thinkers

ROLES OF STUDENT WELFARE PERSONNEL

St. Peter's aims to provide a positive learning environment for all students. The College encourages students to develop respect for themselves and consideration for others. Close links between parents and College are welcomed so that the individual needs of students can be considered. Personal responsibility and self-discipline are fostered at several different levels:

- **a comprehensive pastoral care system involving all staff;**
- **problem prevention strategies through a specific personal development programme for all senior College students;**
- **student management procedures that aim to resolve problems constructively.**

The College expects high standards of behaviour and appearance. To achieve this, rules are clearly defined and the consequences for not meeting these standard. Refer to the student management policy and procedures for further information.

Principal

The Principal has overall responsibility for pastoral care and student management within the College.

Head of Senior School

Oversees student welfare and discipline in the Senior College, for example:

- liaise with Deputy Head of Senior College, Heads of Department, Chaplain and all other teaching and non-teaching staff;
- chair Pastoral Care Team meetings;
- oversee student elections for positions of responsibility;
- facilitate the activities of the student leadership groups by meeting with Leadership teams and SRC on a regular basis;
- participate in the planning of student leadership seminars;
- oversee student support/special needs programs

Deputy Head of Senior College

Assist the Head of Senior College in matters of student welfare and student management in the Senior College and more specifically, Middle School (Years 7 and 8), for example:

Student management:

- attendance: follow up problems of absenteeism from classes, giving of permission for leave during the College day; and coordination of checks of student attendance at Assembly, Chapels etc

- uniform: helping to maintain correct standards of uniform, coordinating and carrying out uniform checks, issuing of permission cards for incorrect uniform.
- follow up issues of concern raised by parents, students, staff, including appropriate mediation and conflict resolution meetings and communication with students, parents and staff
- administer disciplinary aspects of student management policy
- Oversee MARKS administration
- issue and coordinate detentions, follow up non attendees; and
- address and follow up students sent to detention
- address and follow up lost property
- coordinate the collection and return of confiscated items; and
- investigate problems of stolen property.

Pastoral care:

- attend and contribute to Pastoral Care Team meetings, including contributing to the development of the College's pastoral program; and
- offer support to staff regarding issues to do with class morale, efficiency and discipline.

HOD's and Teachers

As a Class Teacher:

- create a learning environment that stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported;
- use a variety of teaching and learning techniques to meet individual needs as far as possible;
- identify learner needs, conferring with specialist staff in the College, e.g. Head of Senior School, Director of Curriculum, Deputy Head of Senior School, Head of Departments when necessary;
- share explicitly with students the expectation of a code of conduct which enables all students to work productively and receive a fair share of teacher attention;
- communicate in a clear, respectful and professional way in order to optimise each student's development;
- maintain professional confidentiality on information about students and parents at all times by reporting information to executive staff without disclosing information irrelevant parties.

Homeroom Teacher

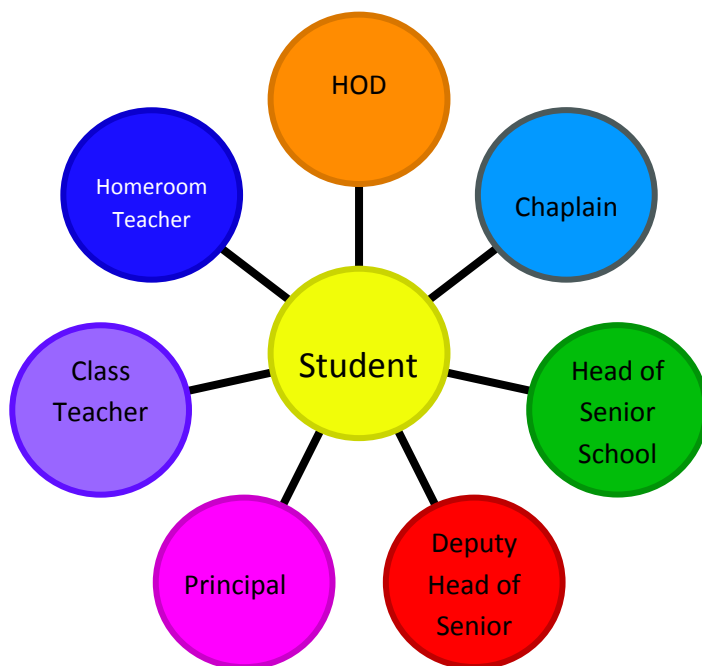
- To develop a knowledge of each student
- To monitor and support their progress by corresponding with parents
- To create a climate where individual and group achievements are celebrated
- Assist with the delivery of pastoral programs to the group
- Attend Chapel, Assemblies and House meetings with group
- Regularly reinforce College expectations and rules, e.g. in relation to behaviour, uniform and punctuality
- To maintain accurate roll marking of student attendance, monitor absences and ensure absence notes are collected and follow through if no note is received or if there are concerns
- Ensure that daily notices are read during Homeroom
- Co-ordinate student personal reflections for end of semester reports
- Forward leave requests of more than one day to the Head of the Senior School.
- To check diaries weekly

Chaplain

The role of Chaplain is essential to the College's spiritual, pastoral and educational life and ethos. The College Chaplain is licensed by the Bishop of Canberra and Goulburn and is appointed by the Principal. The College family is the Chaplain's parish. Where possible the Chaplain should link the College to the Diocese and the wider community. The Chaplain is responsible to the Principal in a number of key areas, including playing a significant role in pastoral care:

- the Chaplain will be part of the Pastoral Care Team and will assist in pastoral care from Kindergarten to Year 12
- pastoral care of the College community will be exercised in aspects of ministry by activities such as: counselling of students, staff and parents; home and hospital visits;
- working with voluntary groups and associations in the SPAC family

Student Support Model



Pastoral Care Program Philosophy

The Pastoral Care Program offered at St Peter's Anglican College is underpinned by the 3 core College Touchstones of FAITH, COURAGE and EXCELLENCE. The 6 main virtues of Positive Psychology are embedded into these touchstones. Each year group will focus on one of these virtues for the year. The 6 virtues are common to almost every culture across the world and include:

- Humanity
- Courage
- Transcendence
- Wisdom
- Moderation / temperance
- Justice

The Pastoral Care goals in teaching and engaging with these virtues are:

- creating a sense of belonging and connectedness to members of the college community
- fostering respect, personal and social responsibility and resilience
- monitoring and supporting of academic, co-curricular and personal development
- providing opportunities for meaningful interaction between home and College
- recognition and celebration of individual and team improvement and achievement

Within the supportive environment of each Homeroom, students are encouraged to develop an understanding and appreciation of their individual values. Collectively, they are encouraged to become informed and positively active members of the College and wider community.

Objectives

- Provide students with a relevant, effective and topical personal development program designed to enhance individual growth and academic progress
- Develop personal skills such as time management, organisation and learning to respond positively and resiliently to feedback
- Provide leadership opportunities such as the peer support program
- Develop student responsibility by offering opportunities such as leaving College grounds/ lunch passes to all stage 6 students
- Develop strong working relationships between the individual year groups, stages and the entire student body
- Develop strong working relationships between the staff and student body
- Develop pride in appearance, represent individual House with commitment and vigour and model the values and ethics true to the values with the College.

Scope and Sequence of Pastoral Care Program

| Positive Psychology Virtue focus | Term 1 | Term 2 | Term 3 | Term 4 |
|--|---------------------------------|----------------------------|--------------------|---|
| Year 7 – Humanity – love, kindness, social intelligence | Study skills | Internet safety | Relationships | Bullying |
| Year 8 – Courage - bravery, persistence, honesty | Resilience | Internet safety | Relationships | Emotions |
| Year 9 – Transcendence – gratitude, hope and humour | Study skills | Body image | Resilience | Appreciation / gratitude / self improvement |
| Year 10 – Wisdom – creativity, curiosity, love of learning | Peer pressure | Sexuality | Social Justice | Leadership |
| Year 11 – Moderation / temperance - forgiveness, modesty, self control | Study skills | Driving skills | Team work | Leadership |
| Year 12 – Justice- teamwork, fairness, leadership | Resilience / coping with stress | Exam and study preparation | Global citizenship | N/A |



STUDENT MANAGEMENT PROCEDURES

The College aims to provide every student with the opportunity to learn, grow and develop as positive and productive members of the community. The key objectives of the student management procedures include:

- ❖ Setting and monitoring clear guidelines in relation to academic progress and expectations
- ❖ Reinforcing the need for students to take responsibility for their behaviour, building resilience, maturity and self sufficiency
- ❖ Provides consistency and transparency in relation to inappropriate behaviours
- ❖ Setting and monitoring clear guidelines in relation to the College uniform and student punctuality

THE MARKS SYSTEM

As the name suggests the student management system is defined by MARKS that will be given to students who fail to abide to the clear expectations of the College. MARKS will be distributed for non-compliance procedures but also academic issues. The College has formulated a four-level program in relation to the severity of the misdemeanour. Each level represents the number of MARKS given to each infringement. The system does give some leeway to cover areas of misadventure when issues at home or at school impede school life.

LEVEL ONE (ONE MARK) INCLUDE THE FOLLOWING DISCREPENCIES:

- ❖ Uniform: Minor Infringements
- ❖ Academic: Homework
- ❖ Other: Late to school and/or class

Students who receive three (3) marks in a ten school day period will receive a lunchtime detention. Level One discrepancies do not accrue.

LEVEL TWO (THREE MARKS) INCLUDE THE FOLLOWING DISCREPENCIES:

- ❖ Uniform: Major Infringements
- ❖ Academic: Assessment Task not submitted on time
- ❖ Non-compliance: eg. Incorrect usage of IT devices
- ❖ Other: Consistently late to school and/or class

Students who receive a Level Two mark will serve an automatic lunchtime detention. 3 lunchtime detentions will result in a Friday afternoon detention. Level Two discrepancies accrue over a two week period.

LEVEL THREE (SIX MARKS) WILL INCLUDE THE FOLLOWING DISCREPENCIES:

- ❖ Academic: Assessment Task not submitted within 72 hours of LST
- ❖ Non-compliance: Refusal to follow teacher instructions
- ❖ Non-compliance: Speaking to teachers in an inappropriate manner
- ❖ Non-compliance: Failing to act or behave in a safe behaviour
- ❖ Other: Poor treatment of fellow students
- ❖ Other: Consistent non-compliance of school expectations

Students who receive a Level Three mark will serve a Friday afternoon detention.

LEVEL FOUR WILL INCLUDE THE FOLLOWING DISCREPENCIES:

- ❖ Non-compliance: Consistent refusal to follow teacher instructions
- ❖ Non-compliance: Failure to speak to teachers in an appropriate manner
- ❖ Non-compliance: Unsavoury usage of IT devices
- ❖ Non-compliance: Misuse, damage and/or theft of school property and/or resources
- ❖ Non-compliance: Failure to act or behave in a safe manner
- ❖ Non-compliance: Consumption of drugs and alcohol

Students who receive a Level Four mark will be suspended, either in-college or externally.

ACADEMIC DETENTIONS

FORMAL ASSESSMENTS TASKS

| Days Late | Class Teacher Action | Action Beyond Class Teacher |
|-----------|--|---|
| 1 | <ul style="list-style-type: none"> Contact with parents, minimum a note in diary, preferably phone call/email Deduct 10%, 20%, give zero, depending on year level policy Class detention depending on class timetable | <ul style="list-style-type: none"> Does not come to class detention, automatic formal lunchtime through HOD |
| 2 | <ul style="list-style-type: none"> Formal lunch detention through HOD once class detention has occurred Call home if call did not occur Day 1 Deduct as above Inform HOD who places student on lunch detention | <ul style="list-style-type: none"> Does not come to class detention, automatic formal lunchtime detention HOD place student on formal lunch detention |
| 3 | <ul style="list-style-type: none"> Deduct as above | <ul style="list-style-type: none"> Formal lunch detention |
| 4 | <ul style="list-style-type: none"> Deduct as above | <ul style="list-style-type: none"> Formal lunch detention |
| 5 | <ul style="list-style-type: none"> Deduct as above Call home to inform See HOD for process to send N Determination letters for Years 10, 11, 12 | <ul style="list-style-type: none"> HOD places student on Friday afternoon detention to complete work |

HOMEWORK AND/OR CLASSWORK

| Number of infringements | Class Teacher Action | Action Beyond Class Teacher |
|--------------------------|---|---|
| 1, 2, 3 | <ul style="list-style-type: none"> Contact with parents, minimum a note in diary, preferably phone call/e-mail. Class detention Record dates in chronicle | |
| Beyond 3 | <ul style="list-style-type: none"> Formal lunch detention through HOD once class detention has been sat. Call home if call did not occur Record dates in chronicle | <ul style="list-style-type: none"> Formal lunch detentions Marks recorded by Head of Senior School |
| Consistent infringements | <ul style="list-style-type: none"> Refer to HOD Record dates in chronicle | <ul style="list-style-type: none"> HOD places student on Friday Afternoon detention Interview with parents Intervention by Head of Senior School |

PARENTAL SUPPORT

We are hoping all students make a concerted effort to take responsibility for their actions. In the past parents have written notes to cover uniform and academic transgressions. However, the College aims to build student resilience, responsibility and individual ownership of personal appearance and academic progress. As the system does give some leeway for minor issues parental support will definitely instil the qualities that the College deems invaluable and necessary for future growth and development.

Finally, if parents could make every effort to support the new uniform structures before they leave home, recent feedback suggests collaborative approaches between parents and schools often result in improved uniform presentation.

LEARNING SUPPORT

Students will have special provisions in relation to academic performance. Guidelines will be followed under supervision in consultation with individual teachers, Head of Departments, Director of Curriculum Mrs Anita Berton and Head of Senior School Mr David Toghill.



2016 UNIFORM EXPECTATIONS

The following table sets out the expectations of students when wearing the College uniform. It is expected that students adhere to these expectations. These expectations are available in College publications and are explained to students at enrolment.

St Peter's Anglican College takes pride in how our students present themselves in and to the community. Consequently students are expected to take pride in their personal presentation and in the College by wearing their uniform correctly.

| ITEM | EXPECTATION |
|--|--|
| ➤ GENERAL (*Principal's discretion applies in these cases.) | |
| Wearing the Uniform | <ul style="list-style-type: none"> • Students are expected to be in correct school uniform from the time they leave home until their return. • When in public it is expected that students will be dressed in the correct uniform of the day. |
| Types of Uniform | <ul style="list-style-type: none"> • There is a summer uniform. This is usually worn in Terms 1 and 4. (A transition period is published in the Diary and notified through Newsletters.) • There is a winter uniform. This is worn in Terms 2 and 3 and is worn on Formal occasions. (A transition period is published in the Diary and notified through Newsletters.) • There is a sports uniform. This is worn for PE classes and for practical PASS classes in the secondary school. |
| Presentation | <ul style="list-style-type: none"> • The uniform is to be worn correctly at all times. • Students need to be neat and tidy in their appearance at all times. • Students are to recognise that the emphasis is on sensible dress which conforms to acceptable societal standards rather than being extreme and confronting in their appearance. • Accessories such as scarves, ribbons etc; are to be in colours that co-ordinate with the uniform being worn. |
| Hat | <ul style="list-style-type: none"> • College hats are to be worn by students. <ul style="list-style-type: none"> - The Early Childhood wears the College Legionnaires hat. - The Junior School wears the College slouch hat. - The Middle and Senior School wears the College baseball cap. • Students are to wear College hats at all sporting events. • The wearing of hats is mandatory during Terms 1 & 4 whenever students are in the playground (except for before school). • The wearing of hats is recommended during Terms 2 & 3 and before school. |
| Hair* | <ul style="list-style-type: none"> • Hair must be clean, neat, tidy and tied back if it is longer than the bottom of the collar. • Students in Years 11 and 12 do not have to tie their hair back but must present in a neat and well groomed manner. • When working in certain areas (eg. Science, Design and Technology, Food Technology, Art and Sports) hair must be tied back for WH&S reasons. • Hair styles and colour must be conventional and conform to acceptable societal standards rather than being extreme in appearance. • Accessories such as ribbons, clips and hair bands, etc; are to be in colours that co-ordinate with the uniform being worn. |
| Face* | <ul style="list-style-type: none"> • If makeup is worn it must be minimal, having a natural appearance. • There should be no facial piercings. 'Clears' as a substitute for piercings are not to be worn. • For males, the face is to be clean shaven. • Pierced ears: Refer to <i>Jewellery</i>. |
| Jewellery/Nails* | <ul style="list-style-type: none"> • Aside from earrings, jewellery is not to be worn to the College* (with the exception of a watch or medical alert bracelet). • If the ears have been pierced earrings no larger than the lobe are to be worn. • A maximum of four earrings can be worn. • A necklace with a religious pendant can be worn but the chain must be long enough for the pendant not to be on view. • Fundraising bracelets may only be worn on the day the College is supporting the charity. • Nail polish (unless clear) is not to be worn. |

➤ **GENERAL cont;**

| | |
|--------------------------|--|
| Shoes | <ul style="list-style-type: none"> • Students are to wear black, leather, lace-up shoes with a heel no more than 40mm. • Shoes must be cleaned, in good repair and polished. • Sports shoes are to be clean, in good repair and provide support for the foot during physical activity. • Skate shoes, surf shoes, suede and other 'light weight' shoes (including Vans and canvas shoes) are not acceptable. |
| Socks | <ul style="list-style-type: none"> • Males (Kindergarten to Year 6) to wear long navy socks when wearing shorts. • Males (Senior School) to wear mid-length navy socks when wearing shorts. • Males in the Senior School must wear plain dark socks with long trousers. • Females to wear white socks while in summer uniform (no anklet socks are to be worn). |
| Shirts (Males) | <ul style="list-style-type: none"> • Unfitted shirts are to be tucked into pants except when participating in physical activity during recess and/or lunch. • The top button must be done up when a tie is worn. |
| Blouses (Females) | <ul style="list-style-type: none"> • There is a summer and a winter blouse for girls. These must be worn with the correct uniform. • The top button must be done up when a tie is worn. |
| Jumpers | <ul style="list-style-type: none"> • There are two dress jumper styles within the College. <ul style="list-style-type: none"> - Junior School a wear a blue jumper. - Senior School wear a navy jumper. • The navy jumper maybe worn under the blazer during winter (the blazer is not to be worn without the jumper). |
| Ties | <ul style="list-style-type: none"> • The College has two ties for students. <ul style="list-style-type: none"> - The Junior School tartan tie is for students from Kindergarten to Year 6. - Senior School students wear a navy tie. • Ties must be worn correctly and pushed to the neck with the button on the shirt/blouse done up. |
| Shorts/pants | <ul style="list-style-type: none"> • During Terms 1 & 4 shorts or long trousers can be worn. • During Terms 2 & 3 only long trousers are to be worn. |
| Belt | <ul style="list-style-type: none"> • Belts are to be plain black. |
| Dress/Skirt | <ul style="list-style-type: none"> • Females are to have skirts at a good length, that being that the hem should be no shorter than one palm width above the top of the knee. |
| Scarf | <ul style="list-style-type: none"> • If a scarf is worn it is to be in a solid colour that co-ordinates with the uniform being worn. • Scarves can only be worn with a full complement of winter uniform. |
| Hosiery | <ul style="list-style-type: none"> • During Terms 2 & 3, when Senior School females are in winter uniform, unadorned navy or black hosiery is to be worn. |
| Bags | <ul style="list-style-type: none"> • Students are to have a College bag and to bring it to school daily. • Students are required to take the College bag on excursions and to sporting events. |
| Badges | <ul style="list-style-type: none"> • The College has some official badges that students may wear. • Badges which are not College ones may not be worn on the uniform. • Badges are to be attached on the left hand side above the College crest. • On a Blazer, the badges are to be on the left hand side with males wearing them on the lapel. • Badges are to be in a specific order: <ul style="list-style-type: none"> - Senior School: College Captain, College Prefect, House Captain, SRC, Colours, House lapel pin - Junior School: Junior Captain, Junior Leader, Junior House Captain, SRC, House lapel pin |

| ➤ SUMMER UNIFORM | |
|-------------------------------|--|
| Blazer | <ul style="list-style-type: none"> • Students in Years 10 to 12 are to have a College blazer. • It must be available to wear on excursions or to other formal events (upon request). |
| Year 12 Jacket | <ul style="list-style-type: none"> • Year 12 have a special jacket. • The days when the blazer or jacket will be worn will be confirmed at the start of each year. |
| ➤ WINTER UNIFORM | |
| Blazer | <ul style="list-style-type: none"> • Students in Years 10 to 12 are to have a College blazer. • This must be worn to school daily in Terms 2 and 3. • It must be available to wear on excursions or to other formal events (upon request). |
| Year 12 Jacket | <ul style="list-style-type: none"> • Year 12 will have a special jacket. • The days when the blazer and jacket are to be worn will be confirmed at the start of each year. |
| Hosiery | <ul style="list-style-type: none"> • During Terms 2 & 3, when Senior School females are in winter uniform, unadorned navy or black hosiery is to be worn. |
| ➤ SPORTS UNIFORM | |
| Shoes | <ul style="list-style-type: none"> • Appropriate sports shoes that support and protect the foot during physical activity must be worn. • Students must not have slip on or canvas shoes (see previous statement re quality of shoes). |
| Socks | <ul style="list-style-type: none"> • Students to wear unadorned white or black socks. |
| Polo Top | <ul style="list-style-type: none"> • School polo shirt with woven crest. |
| Shorts | <ul style="list-style-type: none"> • Navy blue tасlon with College name woven. • The leg of the short should be no shorter than mid-thigh. |
| Hoody | <ul style="list-style-type: none"> • This item is optional wear whilst in sports uniform. |
| Rugby dress jumper | <ul style="list-style-type: none"> • Years 9-12 can wear a rugby dress jumper with suitable and approved wording placed on it. • Secondary students may wear the school jumper, the tracksuit top, the hoody or the College rugby jumper when in sports uniform. |
| Swimmers | <ul style="list-style-type: none"> • Students who represent the College at SASSA level and beyond will need to wear competitive style swim wear. • The College swimming cap must be worn when competing at SASSA level. • Board shorts will be allowed at school events for boys. • One piece swim wear is preferred swimwear for girls. When wearing a two piece ensemble a rash shirt must be worn (this must cover the entire torso). |
| Sports representatives | <ul style="list-style-type: none"> • Students are expected to wear the correct College sports uniform when representing the College at SASSA level and beyond. • Students are expected to use their College bag when going to a sporting event. |

➤ CONSEQUENCES OF NON-COMPLIANCE

- This document provides a **WARNING** to students as to what is expected in regards to uniform compliance.
- Homeroom teachers will record Uniform infringements and inform the Uniform Compliance Officer for subsequent action.
- Detention (lunch or Friday afternoon), suspension and/or contact with caregivers will follow.

UNIFORM SHOP LOCATION

The Uniform Shop is located in the Junior School demountable classroom.

UNIFORM SHOP HOURS

| DAY | OPENING HOURS |
|-----|---------------|
| | |

Student Management Flowchart Procedures

