

# Pastoral Care - Managing Behaviours to keep our School Safe

## Pastoral Care: a practical expression of Love in action

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others and it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres." (1 Corinthians 13:4-7)

## Pastoral Care: understanding the phrase

To understand pastoral care, it is helpful to define 'pastoral' and 'care'. The phrase pastoral care derives from the Latin word 'pastor' which means shepherd. The term 'pastoral' has its origins in the relationship between shepherds and their livestock (e.g. sheep), taking into account the land (conditions) that they occupy. A good shepherd seeks locations and circumstances that optimise safety and personal growth.

The word 'care' means to feel concern or interest. It involves fondness and affection. In the context of our school community, it is to primarily be concerned for the well-being of students. At Carey care is expressed through the affirmation of appropriate behaviours. We believe excellence is 'love in action'. The opposite of care is apathy. Care is a doing word.

## Discipline Defined

Self-discipline is defined as 'correction or regulation of oneself for the sake of improvement'. The opposite of self-discipline is to be undisciplined, i.e. 'lacking in discipline, unruly and disorderly'.

In Secondary School, discipline serves the College community by pointing students to the right way. It gently directs and encourages students to show respect to self, others and the College. The College discipline policy is a means of helping students become more disciplined in their choices and actions. It is intended to help students meet their own needs and remain aware of the needs of others. Students who infringe on the rights of others must be prepared to accept the consequences of their behaviour.

## Good Standing

At the commencement of the academic year, students are assigned the status of 'Good Standing' within the College. The position of Good Standing is maintained through satisfactory attendance and the continued meeting of behavioural standards. We believe effective pastoral care enables relationships to thrive. For relationships to flourish both staff and students need to have a deep sense of safety and mutual respect.

Carey places a high degree of trust in students, particularly, students representing the College in extracurricular events or engaged in programs with an overnight component. The College has a Duty of Care to protect all participants including staff, and to ensure that program objectives can be met. To be an eligible candidate to represent the College at an external event or to attend an overnight trip, students must at all times (including up to the point of departure) maintain the status of 'Good Standing' within the College. Good Standing is lost when a student receives a suspension for:

- Reaching Level 4 and with every additional Level received thereafter.
- Reaching PMI 10 and with every additional 5 PMI received thereafter.
- Receiving an Extra-ordinary Level and Suspension for an issue of Zero Tolerance.

To regain 'Good Standing' students are required to complete Stepbacks. Further details can be found in the Parent Handbook online.

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## Developing a Safe School - Behaviour Management

The College uses a range of positive consequences to reinforce wise choices. These include:

- Verbal feedback.
- Commendations - informal written messages from teachers to students. They can be accessed by students and parents on SEQTA.
- Letters of Affirmation - formal letters sent home affirming a student's behaviour where the student has been seen going above and beyond expectation.
- Certificates - Formal recognition of achievement. Certificates are usually presented at assemblies. Parents are welcome to attend College assemblies. Assembly dates can be accessed on the College Calendar via the College Website.
- Medals of Excellence - Formal recognition of students achieving an 'A' grade across 75% of their chosen courses in a semester.
- House Colours - Formal recognition of service to the Secondary House System.
- College Colours - Formal recognition of service and excellence in a chosen field at Carey.
- College Honours - Formal recognition of service, leadership and excellence to the Carey community over an extended period of time.
- Student Leadership - Students elected into leadership roles are done on the basis of their peers' recognition of their ability to lead across a range of areas and a servant disposition that seeks the best for others.

## Personal Management Issues (PMI)

At Carey every student is expected to come prepared and be ready to engage in all their learning contexts. When students are not organised, they will be allocated a PMI. The accumulation of PMIs will result in emails home, suspensions and meetings as students progress through the Personal Management system.

PMIs are allocated for late arrival to class, poor presentation of school uniform and failure to bring appropriate equipment to class.

## Levels

Carey students are expected to treat each other with respect, humility and kindness. Nobody's perfect. It is understandable that at times people fall short of their personal and communal behaviour expectations. When this happens, Carey issues Levels as a mechanism of tracking and helping students process their inappropriate behaviour. The accumulation of Levels will result in emails home, suspensions and interviews as students progress through the discipline system. The purpose of an interview is to unpack behaviours, develop action plans and to ensure restoration has occurred.

## Zero Tolerance

Carey's behavioural policy has student safety as its highest priority. The College has a responsibility to foster a safe and educationally conducive learning environment of all students. Certain behaviours prohibit the development of this and will not be tolerated. Such behaviours will result in a Zero Tolerance response that could include a range of sanctions including the issuing of a Level in conjunction with an in or out of school suspension, meetings with parents and potentially permanent exclusion. Zero Tolerance issues will be dealt with by the Year Manager, DoPC, APCC or Secondary Principal and hold the safety and wellbeing of students and staff as the highest priority.

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## Stepbacks for PMIs and/or Levels

Carey's behavioural policy is underpinned by an ethos of restorative justice. We seek for individuals to be restored back to Good Standing within our community. A stepback process gives students an opportunity to demonstrate appropriate behaviour over 5 days in a row. If successful, the student will have either 1 Level removed from their record or 3 PMIs. Students may attempt 2 Stepbacks for Levels and 6 for PMIs in a calendar year. If a student loses their Good Standing in the College, they may get their Good Standing by completing a stepback process. The number of stepbacks that need to be successfully completed will be determined in light of the action(s) that resulted in the loss of Good Standing.

## Sendouts

At Carey, teachers use the Canter Classroom Management System, this gives students an opportunity, whilst holding a high standard to ensure learning is not negatively impacted. In general, a first disruption will result in the student's name recorded on the board, a second disruption adds a 'tick' or 'cross' to their name. If a third disruption occurs in the lesson, the student will be sent to Student Reception where they are required to complete a reflection sheet. Following this, the student needs to discuss the issue with their Year Manager and the relevant Head of Department before returning to that class. It is the student's responsibility to seek a suitable time to meet with the Head of Department. A sendout usually results in a level allocated.

In technical subjects or during experiments, teachers will not use the 3 disruption rule. Misbehaviour during these sessions poses an occupational health and safety risk and therefore is not tolerated.

## Attendance

Students are expected to attend school on all days including Sports Carnivals, Beliefs & Values Days, Camps & Conferences and excursion days. School attendance is a key component of wellbeing. Students who attend school regularly generally experience closer connection with their peers and staff, and are more likely to engage robustly with subject content. Research indicates that there is a strong correlation with school attendance and academic performance.

Parents/guardians will be contacted if the student is deemed to be at risk due to poor attendance by the Pastoral Care team. Pastoral Care team will monitor and record problematic attendance regularly. Communication will be as follows:

- Students with attendance less than 80% will be considered at risk and may not receive a report for work completed that semester.

A range of strategies may be implemented to increase a student's rate of attendance including:

- Goal setting to meet short term targets to improve rates of attendance.
- Scheduled meetings with Year Manager, Chaplain or Psychologist.
- A modified attendance schedule to deal with school refusal, anxiety or other school avoidance responses.

# Discipline System

## Personal Management Issues & Levels Consequences

Personal Management Issues	
1	
2	
3	
4	
5	Year Manager will send email to parents and DM to students
6	
7	
8	
9	
10	Year Manager will send email to parents and DM to students One day in-school Suspension Loss of 'Good Standing' Meeting held with Dean of Pastoral Care and Year Manager Behavioural Agreement Made
11	
12	
13	
14	
15	Year Manager will send email to parents and DM to students One day in-school Suspension Loss of 'Good Standing' Attempt at stepback required
16	
17	
18	
19	
20	Year Manager will send email to parents and DM to students One day in-school Suspension Loss of 'Good Standing' Meeting held with Assistant Principal Pastoral Care and Year Manager

Levels and Zero Tolerance Issues	
Level 1	Year Manager will send email to parents and DM to students
Level 2	Year Manager will send email to parents and DM to students
Level 3	Year Manager will send email to parents and DM to students
Level 4	Dean of Pastoral Care will send email to parents and DM to students One day in-school Suspension Loss of 'Good Standing' Dean of Pastoral Care and Year Manager meet with student and their parent(s) Behavioural Agreement Made
Level 5	Dean of Pastoral Care will send email to parents and DM to students Two day in-school suspension Loss of 'Good Standing' The next level or Zero Tolerance may result in permanent exclusion from the College
Level 6	Enrolment Meeting organised by the Assistant Principal Pastoral Care The Secondary Principal, Assistant Principal and the Dean of Pastoral Care will meet with the student and their parent(s) to discuss their place within the College. Students attending a level 6 meeting may have their enrolment withdrawn. Should the College choose to allow a student reaching level 6 to remain in the College, their enrolment would become conditional and be maintained on the basis that the student meets the provisions set within their new enrolment.