

## PASTORAL CARE POLICY

### **Counseling and the Wellbeing of Students**

All staff are responsible for the well-being of students within the school and the reporting of problems. If a staff member either sees a student who appears to have a problem or who receives information from a student about another student, it is the staff member's responsibility to either investigate the situation themselves or refer the information to the Quality Assurance Division.

The Quality Assurance Division is responsible for the counseling of students.

Parents are to be informed of any problems encountered by their children and are welcome to meet with school staff in order to remedy the situation.

### **Students with special needs**

It is the policy of The Athena School to provide support to students with special needs, whether those needs are academic or emotional.

Through teacher observation, regular classroom assessment and a clear and welcoming communication line with parents, we are able to detect those students with special needs. These students are referred to the Quality Assurance Division, where they are interviewed by a trained Youth Specialist who can help the student define the area of concern. The situation is then discussed with the parents, with the staff acting as mediators, if the child wishes. Tutoring is available in the Quality Assurance Division to address academic problems. Should counseling be requested, this will be arranged through the Secretary.

### **Illness**

A student should not attend school if they have a fever or illness of any description and should not return to School until they are well.

Should a student become ill during the day, they are to be referred immediately (escorted, if necessary) to the front office. Either the Quality Assurance Manager or a qualified First Aider should check the child and ascertain their condition and take the necessary steps while the parent/caregiver is telephoned and informed of the situation.

Students are not permitted to take themselves home if they have reported sick but must be collected by a responsible adult.

Upon arrival, the parent/caregiver should be briefed on the situation and given all available information.

Should a child be found to have a contagious disease, the steps listed by the NSW Health Department must be activated immediately. Parents of unimmunised children should be informed and advised to keep their children at home until the situation has resolved.

### **Medication**

If a student requires the administration of medication during a school day, both student and a parent/caregiver must report to the school nurse and the relevant Medical Administration Form must be completed. These forms are found at the First Aid station in the staff room. It is then the responsibility of the school nurse to decide whether she or the teacher will hold and administer the medication. All completed forms are to be kept on file at the First Aid station.

### **Serious Incidents and emergencies**

Serious incidents and emergencies are to be handled per the policy, "Serious Incident Reporting".

### **Homework**

It is up to the individual teacher to set the criteria for homework. However, homework is not to be used punitively.

Approved by the  
Executive Council & Board of Directors  
of The Athena School Limited

