

SALAMAH COLLEGE
Education Faith Discipline



**WELFARE, PASTORAL
CARE, LEADERSHIP AND
SRC**

Reviewed June 2022

RATIONALE

Self-esteem is perhaps the single most important factor in helping a child advance his/her potential. Self-esteem activities are carried out by individual classroom teachers, staff and community at appropriate levels. Therefore at Salamah all staff members are informed of their legal responsibilities for the care, safety and welfare of the students. In addition, At Salamah we are committed to the welfare of our students through the provision of policies in the areas of:

- Managing complaints or grievances
- Anaphylaxis management plans
- Mandatory reporting procedures
- Emergency management plan
- Critical incident plan
- Accidents and incident register
- First aid policy and procedures, and
- Internet use policy and procedures.
- Anti-bullying and harassment
- Drug use policy

AIM

The aim of the welfare programme is to develop the skills of students in a safe, happy and caring environment to help meet the challenges of the future. At Salamah College we believe our school is:

- A safe and happy environment.
- Drug free.
- Well maintained.

WELFARE AND PASTORAL CARE:

Salamah College provides pastoral care to its students and ensures their welfare through the appointment of a Welfare Coordinator who in addition to his role in pastoral care, has the responsibility of developing working relationships with external agencies including access to counselling in order to provide the following:

- Identification of and provision of support for students with special needs
- Monitoring students' health needs and the distribution and monitoring of medication
- Response to serious incidents and emergencies
- Provide referrals to external agencies that can assist students and families
- Organise Student Support Group Meetings
- Adequate homework

At Salamah will extend and enrich the potential and achievements of our students through:

- Creating an environment that is conducive to learning.
- Providing a wide range of technological resources.
- Fostering individuality.
- Fostering and promoting self-esteem.
- Developing social skills including co-operation.
- Fostering a respect for themselves and others.
- Celebrating student achievements and success.
- Providing a wide subject choice both academic and vocational.
- Providing a wide range of extra-curricular activities.
- Providing consistent discipline and the opportunity to develop self-discipline.
- Providing an adaptable, innovative and professional staff.
- Promoting and strengthening the school's local link.

A Strategy to promote Good Discipline and Effective Learning

Students who choose inappropriate behaviours are not satisfying their needs in responsible ways. At Salamah College as educators our role is to help students make better behaviour choices and to help them understand they can't always get what they want but they can make better choices to get what they need.

STEP 1

BUILD TRUST

- Establish effective learning environment.
- Develop positive teacher interaction.
- Establish and teach rules and procedures.

Should problems occur:

STEP 2

ANALYSE PROBLEM SITUATION

- Focus on own behaviour.
- Focus on student's behaviour.

STEP 3

ESTABLISH PRESENT BEHAVIOUR. Ask.... "What are you doing?"

STEP 4

CONFIRM RULES & CONSEQUENCES

- Against the rules?
- Consider options
- Ask.... "What should you be doing?"

STEP 5

MAKE A PLAN. Verbal or Written and seek parent involvement, if necessary.

Further Welfare Important Points

RIGHTS AND RESPONSIBILITIES

Parents enrolling their children at Salamah College enter into a partnership between themselves, their children and the school staff. This partnership is based on shared responsibilities, expectations and mutual respect. Rights and responsibilities of each partner are listed below.

Parents

Rights

- To be treated fairly and with respect.
- To feel welcome.
- To be informed.
- To know that their children work, play and learn in a friendly safe and helpful school environment.

Responsibilities

- To ensure that children attend school punctually and regularly.
- To understand and support Salamah College Behavioural Management System.
- To ensure children are aware of their own responsibilities.
- To ensure children wear the school uniform, as agreed by the whole school community.
- To enter into a positive partnership with teachers so that together there is support for each child to achieve optimum progress.
- To maintain open communications with all partners – children and school staff.
- To assume responsibility for getting children to and from school.

Staff

Rights

- To be treated fairly and kindly.
- To teach in a friendly, safe and co-operative environment.
- To be informed

Responsibilities

- To care for all children.
- To provide a learning environment that will allow children to work, play and learn in a friendly, safe and helpful school.
- To provide the best possible educational program to meet the needs, capacities and aspirations of each child.
- To enter into a positive partnership with parents so that together there is support for each child to achieve optimum progress.
- To maintain open communications with all partners – children and parents.
- To fully implement and support Salamah College Behavioural Management System.

Visitors

Rights

- To be treated fairly and kindly.
- To feel welcome.
- To be treated with good manners.
- To be informed.

Responsibilities

- To care for all children.
- To interact positively with school staff and children.
- To maintain open communications.
- To sign on and off at the front office and to wear a visitor badge at all times while on school grounds.
- To support a learning environment that will allow children to work, play and learn in a friendly, safe and helpful school environment.

Students

Rights

- To be treated fairly and with respect.
- To achieve to the best of their ability.

- To be happy.
- To be treated with understanding.
- To expect the local community to support, respect and have pride in the school.
- To work, play and learn in a friendly safe and helpful school environment.
- To help protect rights, and to follow school rules.

Responsibilities:

- To attend school punctually and regularly.
- To care for the school environment by keeping it neat and clean.
- To contribute positively to class meetings.
- To apply themselves to learning.
- To strive to establish positive working relationships with adults.
- To support the school and staff.
- To act thoughtfully in and out of school and aim to bring credit to the school.
- To avoid being disruptive in the classroom environment.
- Move carefully around the school and classroom.
- Play safe, sensible, non-contact games.
- Play in an area where you can see the teacher.
- Sit down while eating.
- Remain within the school boundaries.
- Only enter a building with a teacher's permission.
- Follow lining up routines.
- Sit safely on chairs and seats.
- Play by the rules.
- Look after school property.
- Look after other people's property.
- Wear school uniform.
- Cross the road safely.
- Don't talk to strangers.
- Always ask teacher for help if you are hurt or unsure of what to do.
- Tell the truth.
- Apologise if you do something wrong.
- Take turns.
- Let others join your game.
- Keep hands and feet to yourself.
- Share equipment fairly.
- Share space fairly.
- Share the teacher's time fairly.
- Tell an adult when you can't solve the problem yourself.
- Let others tell their side of the story.
- Clean up your own mess.
- Care for toilet area.
- Speak politely.
- Use good manners.

- No swearing.
- No put downs.
- Consider the feelings of others.
- Make people feel welcome.
- Pay attention.
- Treat people the way you want to be treated.
- Listen to others.
- Show respect to adults.
- Work together.
- Give others a chance to have a go.
- Share equipment, time and space in groups.
- Take turns in groups.
- Help each other.
- Follow class rules.
- Tell the teacher if you need help.
- Listen to and follow teacher instructions.
- Listen to and work with visiting adult helpers

Leadership and Student Representative Council

Our student council is represented by both primary and secondary students including School Captains and provides an opportunity for students to have input into the decision-making processes of the school. Meetings of the SRC are coordinated by the SRC Coordinator.

Members of the Student Representative Council regularly consult with the SRC Coordinator as well as other staff to ensure that students' opinions are considered in all matters.

Activities

The Student Council is involved with the orientation programs for new students, and the numerous SRC activities. The SRC holds its meetings fortnightly, and students other than the SRC might be involved. Nominees for the SRC are elected at the beginning of the year by teachers, advisors, coordinators, Deputy and Principal.

An essential factor in preparing new students for school life is an orientation program called which is held in the week prior to the commencement of classes. The program consists of many activities designed to acquaint new students with their physical, academic and social environment and to welcome them to the School. These activities may include:

- Welcome BBQ.
- Day trips which can be organised any day of the week.
- Introductions to the School and its programs.
- A variety of information sessions.

Electing SRC Members, Captains, Vice Captains Procedure

The School Captain is elected from the highest grade. Every class has a male and a female captain and vice-captain. All captains, vice-captains and SRC members will have leadership roles to participate in and are monitored by the SRC Coordinator through set procedures that are explained to them after the SRC Induction Ceremony.

- **All** students are encouraged to prepare a speech appropriate to their age level and ability. In the Kindy to year 2 classes the students will receive assistance in preparing their speech. The speech should include:
 - Why they want to become SRC members
 - What they will do when they become SRC members (fundraisers, organize events, etc)
 - Why they deserve to be elected (special skills such as leadership skills, very friendly, etc)
- Class teacher and students listen to all the speeches of the participants before Friday Week 3.
- On Friday, students vote and their vote is worth 1 point. They vote for one boy and one girl only.
- English, Arabic and Religion teachers vote and their vote is worth 5 points (5 points for a girl/s and 5 points for a boy/s). Points are collated.
- English teachers to give the nomination paper to SRC Coordinator on Friday Week 3.
- Primary or secondary Coordinator votes are worth 10 points (10 points for a girl/s and 10 points for a boy/s). Points can be allocated for only one student or a variety of students.
- Deputy Principal votes, and his vote is worth 10 points (10 points for a girl/s and 10 points for a boy/s). Points can be allocated for only one student or a variety of students.
- The votes are tallied and the students with the most points become class captains, class vice-captains, school captains and school vice-captains.
- The list is checked to ensure the students with the most points are not the same students that were in the SRC last year.