



## Student Wellbeing Policy

**Policy Number: PPPC0058(3)**

Document Management						
Version Number	Section/s Modified	Brief Description of Amendment	Policy Sponsor	Approved by	Date Approved	Next Review Date
Student Wellbeing Policy PPPC0058(3)	Full document	Change of Policy name Review, updated role titles	Director of Student Wellbeing	College Leadership Team	29/05/2024	29/05/2027
Student Pastoral Care Policy PPPC0058(2)			Director of Pastoral Care	College Leadership Team	22/03/2016	22/03/2017
Student Pastoral Care Policy PPPC0058	n/a	n/a - new	Director of Pastoral Care	College Leadership Team	undated	

*Mercy Values - OLMC Parramatta is a Christ-centred learning community founded in the Mercy tradition. The policies of the College, underpinned by the Gospel values of mercy and justice, serve to promote the dignity and uniqueness of each human person. Their aim is to foster the intellectual, spiritual, emotional, physical and social wellbeing of all members of the College community within a safe, healthy, caring and sustainable environment.*

### 1. Purpose

- OLMC staff to maintain an environment of care in the context of relationship: relationship with God, others and self.
- OLMC staff to create a positive atmosphere, whereby the self-esteem of all members of our community is enhanced.
- OLMC is committed to implement formal structures as well as informal opportunities for care of this community.
- At OLMC we exercise and instil the values of mercy and justice in communication, motivation and discipline practices.

### 2. Scope

This policy applies to all students at Our Lady of Mercy College Parramatta

### 3. Key Definitions

**Wellbeing** is defined as a positive sense of self and belonging and the skills to make positive and healthy choices to support learning and achievement, provided in a safe and accepting environment for all students.



#### 4. Policy

- Student Wellbeing involves all members of OLMC and is evidence of the Gospel precepts of love, mercy and justice within our school.
- Student Wellbeing at OLMC refers to the total care of the student. It embraces all aspects of school life, the academic, emotional, physical, spiritual and social.
- The Student Wellbeing structure encourages relationships built on respect, communication and an approach to student management that promotes the dignity of the person. The structure enables each student to be cared for as an individual and places an emphasis on affirming the good qualities of each student and encouraging them to grow and assume responsibility for their own personal development.
- To support and enhance the wellbeing structure, we believe that it is the responsibility of all staff members to contribute in appropriate ways, according to their roles and responsibilities, and to provide support and affirmation to all students while they are members of the community.
- Student Wellbeing at OLMC supports the thesis that the school climate exercises an influence on learning. It is believed that the level of performance of all students is improved by a positive approach to learning and positive relationships within and outside the school.
- Student Wellbeing at OLMC permeates every phase of the school day. Our school provides many formal and informal opportunities for teacher/student and student/student relationships. It is within these relationships that we exhibit interest in each other and value people as individuals and our most precious possessions.
- Complaints – all complaints regarding the wellbeing of students will be dealt with as per the OLMC Complaints Policy. This policy can be accessed on the College website.

#### 5. Procedures

At OLMC programs, structures and specialist personnel ensure that specific needs are met in a systematic fashion.

At OLMC there is a structured program of Student Wellbeing to enhance and facilitate opportunities for the creation and maintenance of the caring environment. This includes:

- Students belong to a House, Homeroom (vertical structure) and a Year Group (horizontal structure);
- Homeroom groups meet daily from 8.35am – 8.55am;
- Homerooms have one Homeroom Mentor to a ratio of approximately 20 students;
- Houses are established with students from Years 7 – 12 and are led by a Head of House;
- House teams meet on a regular basis to develop and refine Student Wellbeing programs which are based on the identified needs of the students;



- The Student Wellbeing program is structured both vertically and horizontally to meet the specific needs of students in each House and at each year level and is implemented over the whole year with approximately 5 one hour lessons per term;
- The formal Student Wellbeing Program includes activities on mindfulness, self-esteem, safe behaviours, anti-bullying, study skills, mental health issues, social justice, student leadership, Wellbeing Days and camps;
- The student leadership program allows students to develop their leadership talents and potential (refer to the Student Leadership Policy);
- The Big Sister/Little Sister (Peer Support Program) gives seniors added responsibility, promotes leadership and aids the Year 6-7 transition program;
- The Student Management Policy aims to develop a high degree of self-discipline and self-respect that allows students to maximise their potential;
- The partnership with parents permits both informal and formal connections through activities such as Parent Teacher meetings, College Masses, OLMC Parents and Friends meetings, Information evenings;
- The Induction Program for staff and students ensures that all members of the community are made to feel welcome and at ease in their new environment; and
- Staff are made aware of their responsibilities with respect to Student Wellbeing at induction, through policies such as this located on the staff portal, as well as through professional learning, and regular House meetings throughout each term.

## 6. Responsibilities

### 6.1. Principal & Deputy Principal

- Ensuring Student Wellbeing permeates the whole school;
- Taking responsibility for student welfare and are involved in all the decision making processes concerning the future of students;
- Meeting regularly with the Director of Student Wellbeing and Heads of House to ensure implementation of College policies related to student welfare;
- Providing assistance with the management of students referred to them as per the Student Behaviour Plan (see Student Management Policy);
- Ensuring the curriculum and subject policies reflect and support the Student Wellbeing Policy of the school; and
- Selecting staff who have a willingness to endorse this policy.

### 6.2. The Student Wellbeing Team

- Consists of the Principal, Deputy Principal, Director of Student Wellbeing, Leader of Student Wellbeing, Heads of House, and College Counsellors.



The purpose of this group is to address issues related to the wellbeing of students. This is achieved by ensuring consistency across Houses and the year levels regarding the College's expectations and by working collaboratively to ensure key events and activities are appropriately and effectively organised.

### **6.3. Director of Student Wellbeing**

- Facilitating the pastoral life of the College, providing leadership in pastoral issues and is the key point of reference for student wellbeing concerns;
- Liaising with and supporting Heads of House and other staff in their guidance roles;
- Co-operating with and advising teachers of methods of student management; and
- Recommending and referring students to the College Counsellor and to outside agencies for counselling.

### **6.4. Leader of Student Wellbeing**

- Overseeing the programming of the formal Student Wellbeing lessons; supporting Heads of House in the delivery of well-resourced and contemporary topics;
- Acting as a guidance and support person for Heads of House; and
- The organization of student related pastoral activities e.g. student vaccination program and initiatives such as the National Day of Action Against Bullying and Violence;

### **6.5. Head of House**

- The overall coordination of their team of Wellbeing Teachers and the welfare and management of the students in their year group;
- Supporting and relating to students both formally and informally, thus fostering an atmosphere of trust and responsibility;
- The organisation of year group activities e.g. camp;
- Liaising with parents on matters of student welfare;
- Liaising with other Heads of House and Subject Teachers on the welfare of their students;
- Acting as a guidance and support person for Homeroom Mentors;
- Overseeing and evaluating the formal Student Wellbeing Program within the year group in consultation with the Leader of Student Wellbeing;
- Liaising with Heads of Department regarding any ongoing management/discipline problems.



### 6.6. Homeroom Mentor

- The effective conduct of their Homeroom and for the nurturing and care of each student;
- Assisting the head of House with the organisation and management of the House and year group activities and events e.g. camp;
- Organising activities which celebrate various events in the lives of students in their Homeroom;
- Ensuring that students have opportunities to interact with each other in Homeroom and Student Wellbeing lessons;
- Liaising with the Head of House regarding student welfare;
- Ensuring that prayer is an integral part of Homeroom;
- Following up student absences from school of 3 or more days where no explanation has been provided by the parents/carers and ensuring an explanation is provided for unexplained absences in <7 days; and
- Attending to administrative duties referred to in the role description.

### 6.7. Heads of Department

- Liaising with subject teachers and taking responsibility for teaching methods, strategies and classroom management;
- Reporting to Heads of House any ongoing management/discipline problems.

### 6.8. Subject Teacher

- Catering for individual needs of students by using various teaching methods to challenge and stimulate;
- Providing opportunities for students to relate and express themselves in a fair and just manner;
- Liaising with the Head of Department regarding teaching methods, strategies and classroom management.

### 6.9. College Counsellors

- Giving professional counselling and guidance to students with particular social and emotional needs; and
- Liaising with and supporting the Wellbeing Team with the care of students.

## 7. Review

The Student Wellbeing Policy will be reviewed every 3 three years unless there is a legislative or regulatory requirement to do so earlier.



## 8. References

### 8.1. Related Policies, Procedures, Registers and Sites

- Anti-bullying Policy
- Child Protection Policy
- Complaints Policy
- Student Use of Technology Policy
- Student Management Policy

### 8.2. Related Legislation

- Education Act

## 9. Communication

<b>Audience</b>	<b>Communicated by</b>	<b>Communication pathway</b>
<b>All students</b>	Director of Student Wellbeing	Email, College Assembly, Student Diary
<b>All staff</b>	Director of Student Wellbeing	General Staff Meeting
<b>Parents</b>	Director of Student Wellbeing	Newsletter and website

### Publishing this policy

Staff Portal	<b>Yes</b>	No
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