



## STUDENT SERVICES DEPARTMENT POLICY

### Introduction

Penola Catholic College, inspired by the life and teachings of Saint Mary of the Cross MacKillop, strives for a holistic education, which recognises and develops each person's gifts.

In providing a positive learning environment, it is intended that all students at Penola Catholic College will have the opportunity to grow in resilience, responsibility and critical awareness, attributes which will allow them to make a significant contribution to society.

### Principles

- To accept and encourage a full diversity of students.
- To encourage a feeling of belonging and the development of self-esteem in all students.
- To consult at all levels of the College in the identification of any student requiring support.
- To provide support for students identified as having additional needs.
- To work in conjunction with teachers to ensure that the needs of identified students are met.
- To liaise and inform parents of programmes provided for their children.
- To keep staff informed of identified students and their needs
- To refer students to appropriate agencies in the community and liaise with those agencies in providing on-going support.
- To assist students at critical, transition times including coming into the College, moving from one campus to the other, and on leaving the College.
- To promote and foster the development of basic skills particularly literacy and numeracy.
- To ensure that the physical environment of the school is safe for all members of the school community.
- To promote and foster Restorative Practices in all aspects of our work with students, parents, staff and the wider community.
- To assist students to strive towards their full potential.

### Broad Goals: Special Education

- To promote the inclusion of students with disabilities or other additional needs in all aspects of College life.
- To support students who have been diagnosed with chronic health, intellectual disability, physical disability, social/emotional issues, hearing impairment, severe language disorder or

visual impairment and are funded under the Commonwealth Students with a Disability Programme.

- To liaise with staff to identify students with additional learning needs and support when possible.
- To ensure that relevant information regarding the individual needs of funded students is communicated to staff.
- To support staff with the individual needs of funded students.

### **Broad Goals: Learning Support Officers**

- The Learning Support Officers work under the guidance of the Head of Student Services, Special Education and Subject Teachers with named Students with a Disability.
- To support funded students in the classroom and occasionally on a 1 to 1 basis outside of the classroom.
- To support funded students within the classroom and while on designated school activities.
- Attend appropriate network meetings and PD's.

### **Broad Goals: Counselling/Welfare**

- To provide counselling support for students experiencing difficulties in a range of areas including family problems.
- To liaise with and inform staff about a range of pastoral and academic, well-being and developmental disorders affecting students socially.
- To connect students and their families with external services and agencies when appropriate.
- To make a process of referring students of concern accessible to all members of the school community via the procedure in the appendix.

### **Broad Goals: English as an Additional Language (EAL)**

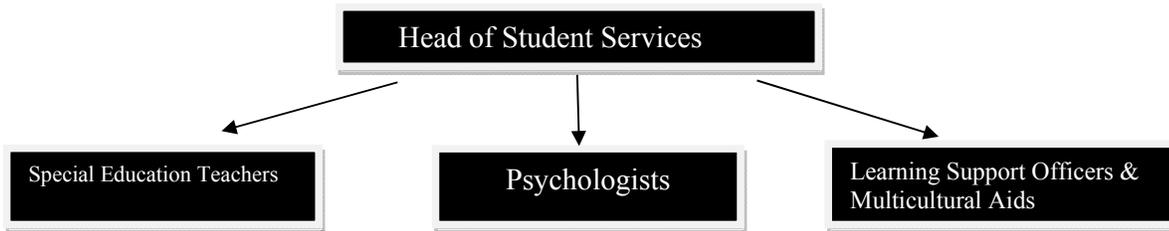
- To provide information to teachers and staff about recently arrived students whose first language is not English.
- To provide classroom support to teachers of recently arrived students from non-English speaking backgrounds.
- To promote understanding within the College community of the cultural diversity of our students.

### **Guidelines For Implementation**

Students will be provided with an inclusive curriculum and support will be provided within the general classroom. However, it is recognised that some students will benefit from intensive 1 on 1, or small group assistance.

Personalised Learning Plans will be developed for students with special needs. Decisions about Personalised Learning Plans will be made in consultation with the student, his or her parents and relevant staff.

## Student Services Organisation



**Process for making a referral to Student Services**

If a staff member has concerns that a student seems unusually emotional over a period of time or has spoken of personal or academic difficulties that require professional assistance to resolve then a referral should be made by the teacher in consultation with the student and student’s parents. The procedure is as follows:

