



Policy Name	Pastoral Care Policy
Related Policies and Legislation	Duty of Care Policy Risk Management
Policy Category	Student Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	02 June 2011 19 May 2015 – Re-Formatted
Date Set for Review	June 2016
Person/s Responsible for Review	Treetops Administration

Pastoral Care Policy

While all teachers are responsible for the wellbeing of all students enrolled at the school as part of their Duty of Care, each teacher has a group of children for whom they are particularly responsible beyond the normal academic and class activities.

This Pastoral Care responsibility involves:

- Having an overall awareness of the child’s physical, social, emotional and academic progress.
- Liaising with the child’s other teachers to advise them of relevant issues and keep track of any new developments.
- Being alert to any social or emotional problems the child may be experiencing at school or at home.
- Creating an environment where the child feels comfortable coming to you for help or advice.
- Being willing to listen, offer advice, moral support and understanding and if necessary, organise specialist assistance.
- Developing an open communication with the parents which encourages them to come to you if they have concerns and allows you to approach them with any concerns you may have.
- Reporting to parents at the yearly parent interview.
- Bringing any serious or on-going concerns to the Principal.

Decisions regarding who has pastoral care for which students are made on the following criteria:

- siblings staying together
- age balance
- gender balance
- fair/equal numbers
- friendship groups
- what is in the best interest of the rest of the children in that pastoral group.