



OUR LADY OF MERCY COLLEGE – STUDENT PASTORAL CARE PROCESSES

LEVEL 1 Low Level Behaviours

Examples of Student Behaviour	Teacher Strategies	Teacher Expectations	Third Party Involvement
<p>Low Level Behaviours</p> <ul style="list-style-type: none"> • interruptions to learning • inattention • failure to follow direct instructions • calling out • late to class • moving around the classroom without permission • jewellery infringement (ask student to remove unacceptable item and place in locker) • uniform/appearance infringement • one off incidents with others (low level) that are NOT bullying 	<p>Examples:</p> <ul style="list-style-type: none"> • Seating plan • Move student • Speak to student • Eye contact • Move close to student (proximity) • Move around the room • Call home • Warn student of future consequence if behaviour continues 	<ul style="list-style-type: none"> • The student is counselled by the classroom teacher and strategies are put in place to improve the student behaviour in accordance with a restorative practice approach. Strategies may include a seating plan for the student, discussions with the student etc. • Behaviour and an ACTION recorded in SEQTA. • Parental contact if necessary via SEQTA. 	<ul style="list-style-type: none"> • HoLA to monitor via SEQTA and discussion. Consultation with HOY if this is Pastoral. <p><u>KEY STAFF</u> Head of Year (HOY) Head of Learning (HoLA) Director of Student Wellbeing (DoSWB) Director of Teaching and Learning (DoTL)</p>

LEVEL 2 Medium Level Behaviours

Examples of Student Behaviour	Sanction	Teacher Expectations	Third Party Involvement
<p>Medium level Behaviours or persistent low-level behaviours</p> <ul style="list-style-type: none"> • continually disrupting others • late to class (continuous) • being argumentative • leaving class without permission • failure to follow instructions • using bad language • harassment/low level bullying of another student (context) • damage to property • uniform not meeting College standards if note not provided • jewellery infringement ongoing (unacceptable item given to staff member) • uniform/appearance infringement ongoing • non-appearance at lesson (truant) • chewing gum • device misuse • use of mobile phone between 8.25-3.00pm • play fighting • engaging in risky behaviour, putting themselves or others in danger <p><u>Academic Concerns</u></p> <ul style="list-style-type: none"> • plagiarism (Assessment Policy) • Homework not done (Homework Policy) 	<p>Examples:</p> <ul style="list-style-type: none"> • Rubbish pick up • Stay behind in class (P2/P5) • Sent to Buddy class as previously arranged • Write out the Student Code of Conduct or similar. • Jewellery confiscated and taken to Student Services. On collection of items at 3pm, a letter is issued to the student to be signed by the Parent/Guardian and returned to the relevant HOY. • Mobile phone confiscated and taken to Student Services. On collection of phone at 3pm, a letter is issued to the student to be signed by the Parent/Guardian and returned to the relevant HOY. <ol style="list-style-type: none"> 1. Detention-Teacher Directed 2. Detention- Lunchtime 	<ul style="list-style-type: none"> • Further counselling/action by the class teacher • Record actions and communications on SEQTA. • Give student a Detention or appropriate sanction. • Parental contact by teacher <p><i>Detention - Teacher Directed assumes that the relevant staff member has kept the student in at recess or lunch prior to issuing the Lunchtime Detention.</i></p> <p><u>Teacher must inform student directly of detention or sanction.</u></p> <ul style="list-style-type: none"> • Classroom teacher to follow up and sign off as completed. Detention teacher will notify teacher of student's non-attendance via DM. 	<ul style="list-style-type: none"> • Discussions with HoLA - classroom management strategies and ideas. • HoLA to arrange a buddy classroom for Learning Area. <ul style="list-style-type: none"> • HOY notified after teacher follow up.

LEVEL 3 Escalated Behaviours

Examples of Student Behaviour	Sanction	Teacher Expectations	Third Party Involvement
<p><u>High level behaviours or persistent medium level behaviours</u></p> <ul style="list-style-type: none"> repeated defiance of teacher's instructions repeated disruption to the learning of others obscene language vilification of other students on the basis of race, gender, sexuality etc. bullying (recurring) vandalism aggression towards others, including repeated play fighting incidents non-attendance (repeated) 3 Lunchtime detentions in a term <p><u>Academic Concerns</u></p> <ul style="list-style-type: none"> repeated plagiarism (Assessment Policy) 	<p>Removal from class to HOY/HoLA</p> <p>After School Detention as determined by HOY/HoLA</p>	<ul style="list-style-type: none"> Student is withdrawn from class and sent to the Head of Year Office by the classroom teacher. If required send a student to collect HOY/HoLA/DoSWB. If behaviour occurs outside of class, student is taken to the Head of Year Office by the staff member, reports behaviour to HOY and records in SEQTA. <p style="text-align: center;">ALL Incidents are recorded on SEQTA.</p>	<ul style="list-style-type: none"> Student is placed on after school detention by the HoLA/HOY Parents are informed by the HoLA/HOY HoLA/HOY continues to monitor student behaviour. Strategies developed for behaviour modification including consultation with HoLA/Counsellor and teacher. Possible Individual Care Plans/Behaviour Contracts drawn up. HOY/DoSWB <p style="text-align: center;">ALL Incidents are recorded on SEQTA</p>

LEVEL 4 Severe Incidents

Examples of Student Behaviour	Sanction	Teacher Expectations	Third Party Involvement
<ul style="list-style-type: none"> leaving College grounds without permission during school day serious vandalism stealing bullying (sustained) obscene language directed at others fighting verbal abuse of others interfering with others' property <p><u>Academic Concerns</u></p> <ul style="list-style-type: none"> cheating in tests/exams (Assessment Policy) 	<p>A minimum of Half Day In-School Suspension</p>	<ul style="list-style-type: none"> Teacher reports behaviour to HOY/HoLA/ for discussion with DoTL/DoSWB. <p style="text-align: center;">ALL Incidents are recorded on SEQTA</p>	<ul style="list-style-type: none"> Student is placed on a minimum of a half day in-school suspension by HOY. Parents are contacted by the HOY. <p style="text-align: center;">ALL Incidents are recorded on SEQTA</p>

LEVEL 5 Major Incidents

Examples of Student Behaviour	Sanction	Teacher Expectations	Third Party Involvement
<ul style="list-style-type: none"> vandalism (repeated) leaving the College grounds (repeated) continuous denigration of others - racial/sexualised derogatory comments towards others/continued harassment interfering with others' property causing damage deliberate damage to school equipment misuse of IT- e.g. inappropriate comments/videos/photographs at school of staff, self and other students fighting or serious physical contact resulting in an injury drug use on College grounds 	<p>A minimum of Full Day In-School Suspension</p>	<ul style="list-style-type: none"> Teacher reports behaviour to HOY and DoSWB <p style="text-align: center;">ALL Incidents are recorded on SEQTA</p>	<ul style="list-style-type: none"> Student is placed on a minimum of a full day in-school suspension by the DoSWB Parents are contacted and asked to meet with the DoSWB. <p style="text-align: center;">ALL Incidents are recorded on SEQTA and restricted</p>

LEVEL 6 Critical Incidents

Examples of Student Behaviour	Sanction	Teacher Expectations	Third Party Involvement
<ul style="list-style-type: none"> • substance distribution • bringing weapons to school • sexual activity/misconduct- • aggressive/antisocial behaviour-physical and verbal abuse • threatening to fight, organising a fight that results in violence • repeated serious misuse of IT that affects others (inappropriate images/videos) • repeated drug offences • 2 x in-school suspensions within a 10-week period - 3rd upgraded (repeated Level 6 incident) 	<p>A minimum of Full Day External Suspension</p>	<ul style="list-style-type: none"> • Teacher reports behaviour to HOY, DoSWB <p style="text-align: center;">ALL Incidents are recorded on SEQTA</p>	<ul style="list-style-type: none"> • Discussion between DoSWB and Principal • External agencies contacted as necessary e.g. police • Parent Interview with DoSWB and Principal • Student placed on external suspension • Student accompanied by Parent/Guardian must attend a re-entry interview with DoSWB/Principal prior to returning to the College. <p style="text-align: center;">ALL Incidents are recorded on SEQTA and restricted</p>