

THE STUDENT WELFARE TEAM

Student welfare at Prairiewood High School is the responsibility of every staff member. The ultimate aim is to provide a positive, safe and enjoyable learning environment so that students may reach their maximum level of achievement both academically and socially through effective teaching and learning.

The Student Welfare Team is a formalised group, which provides a network of support and help to all students and their parents.

The Student Welfare Team consists of:

Principal Head Teacher Student Welfare Head Teacher Administration Year Advisers Assistant Year Advisers Deputy Principals School Counsellors Careers Adviser Learning Assistance Team	Behaviour Management Team Anti-Racism & Anti-Discrimination Contact Officers Special Education Support Staff Other interested PHS staff Outside Agencies/Personnel: <ul style="list-style-type: none">• Home School Liaison Officer• Itinerant Support Teachers• Community Liaison Officers• Regional Student Welfare personnel
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STUDENT WELFARE ROLES OF THE TEAM MEMBERS

PRINCIPAL

The principal has overriding responsibility for welfare and discipline policies and procedures of the school.

HEAD TEACHER STUDENT WELFARE

The Head Teacher Student Welfare is responsible for the co-ordination of the student welfare team and plays an advisory role in directing team members to the appropriate means of assistance for the students. It is his or her responsibility to oversee the implementation of the Student Reward and Discipline Levels Scheme, with careful attention to the welfare needs of each individual student. The Head Teacher has direct contact with both the school counsellors and outside support agencies. Where necessary, referrals are made to these agencies, when students are in need of professional help. As well, referrals to the Student Welfare Assessment Team are co-ordinated by the Head Teacher Student Welfare.

HEAD TEACHER ADMINISTRATION

The Head Teacher Administration supports students in matters relating to the school attendance policy (e.g. absences, late to school, full day truancy and partial truancy) in addition to welfare matters to do with the Board of Studies for students in Yrs 10, 11 and 12.

YEAR ADVISERS

A Year Adviser is appointed to each 'year group' of students. Her/his main role is the care and welfare of the students for whom s/he is responsible. The Year Adviser is the central figure for the student and his/her prime focus is meeting the needs of each individual. S/he provides support, assistance and care for each individual and when necessary makes the appropriate referrals to seek the most beneficial counselling for the student's specific needs. The Year Adviser is also responsible for overseeing the Half Yearly and Yearly reports and is actively involved in communication with parents and caregivers.

ASSISTANT YEAR ADVISERS

Assistant Year Advisers support the Year Advisers by assisting in the welfare of the students and helping to co-ordinate the organisational aspects of the Year Adviser's position. They are also in direct contact with parents and are involved in the allocation of school merit certificates

within the Student Reward Scheme.

DEPUTY PRINCIPALS

Due to the size of enrolments, Prairiewood High School has two deputy principals who work with students in addressing a range of welfare matters with a view to resolving issues relating to behaviour management and overall conduct whilst at school.

SCHOOL COUNSELLORS

The School Counsellors provide professional counselling for all students. Students, staff members or, parents/carers may make referrals to the school counsellors. Students are open to make appointments to see the counsellor at any time during the day and if necessary, the counselling can be family based where the parents have the opportunity to be involved in the process. The School Counsellor may also assist by referring a student to an outside agency such as: The Fairfield Liverpool Youth Health Team (FLYHT), Liverpool Mental Health Team or the Youth Mental Health Team, Drug or Alcohol Counselling Services, etc. according to the identified needs of the student.

Parents/carers are welcome to initiate contact with the School Counsellors at any time in respect of welfare matters relating to their child.

THE CAREERS ADVISER

The Careers Adviser is responsible for

- the ongoing development of career education in the school, culminating in the Work Experience program for all students in Year 10;
- providing advice to students and their families in subject selection and direction with respect to opportunities in T.A.F.E., University admission and community-based programs;
- providing advice and establishing links with outside agencies to early leavers from the school system.

THE LEARNING ASSISTANCE TEAM

The Learning Assistance Team has been established at Prairiewood with the aim of supporting and encouraging every student to achieve his/her full potential. Its focus is to cater for students with learning difficulties regardless of the cause. This team provides a whole school planning and support service aimed at addressing the learning needs and abilities of individual students through development, implementation, co-ordination and monitoring of educational planning and programming.

This is achieved through:

- planning specific educational programs to cater for individual student needs;
- supporting teachers in the development of teaching programs; and
- whole school planning.

The LA Team also works with class teachers and whole faculties to develop teaching strategies and suitable resources to support classroom teaching for students with a learning difficulty or disability. This role includes the delivery of in-school professional development sessions.

LA personnel are appointed to the school on the basis of an initial entitlement from the Department of Education and Training based on student results in the Basic Skills, ELLA and SNAP tests. As well, staff are appointed to specific students with high support needs via the State Integration program.

BEHAVIOUR MANAGEMENT TEAM

The Behaviour Management Team is composed of the Head Teacher Student Welfare, Year Advisers and counsellors. Team members monitor weekly Discipline Levels Sheets and take

referrals from staff to identify students who display persistent patterns of misbehaviour and misconduct. Specialist staff may be assigned to specific students such as trained staff mentors or district personnel such as an Itinerant Support Teacher – Behaviour. The BMT also carries out referrals to outside support schools, such as Ajuga SSP and Rivendell SSP.

ANTI-RACISM CONTACT OFFICER – (A.R.C.O.)

Prairiewood High School rejects racism in all its forms and is committed to the elimination of racial discrimination.

The ARCO is the school person you or your child talks to if you have a complaint about racism. The ARCO's role is to:

1. receive the suggestion, complaint or allegation regarding racism
2. assist you or your child to write the complaint, if required
3. advise you or your child of your rights and the process to be followed in lodging a complaint
4. refer you or your child to a member of the deputy principal who will be responsible for resolving the complaint.

If you need an interpreter to assist you to speak to the ARCO on the telephone or to make an appointment for a meeting with the ARCO, telephone the Telephone Interpreter Service on 131 450 and they will phone the school for you. The school will arrange to have an on-site interpreter present at the meeting, if requested. These services will be free of charge to you. This person is responsible for dealing with all matters relating to discrimination. Enquiries regarding the name of the current ADCO in any year can be made to the Deputy Principal.

ANTI-DISCRIMINATION CONTACT OFFICER – (A.D.C.O.)

Prairiewood High School rejects all forms of harassment, vilification and unlawful discrimination. We strive to ensure that all students and staff are aware of the types of discrimination that are against the law in NSW. Complaints can be about behaviour that is unlawfully discriminatory on the basis of race, sex, marital status, disability, homosexuality, age, transgender or carer's responsibilities. It can be about any DET staff member (including casuals, volunteers, and contractors), a student, or other persons encountered during a DET activity. The ARCO is responsible for dealing with all matters relating to discrimination. Enquiries regarding the name of the current ADCO in any year can be made to the Deputy Principal.

SPECIAL EDUCATION SUPPORT STAFF

Special student support aides are appointed by the DET to Special Education classes, which have students with wide-ranging levels of intellectual and physical disability.

OTHER INTERESTED PHS STAFF

The Student Welfare Committee is open to all staff members. Many teachers are actively involved in the committee through their interest in the needs and welfare of the students whom they teach.

OTHER DEPARTMENTAL STAFF & AGENCIES

HOME SCHOOL LIAISON OFFICER (H.S.L.O.)

The Home Liaison Officer is responsible for the welfare of those students who have an abnormally high absenteeism rate. Referrals are made by the school to the Chester Hill School Education Office from where the Home School Liaison Officer may visit the home to determine the problem that is causing the frequent absences. The HSLO has the authority under the 1990 Education Act to refer unresolved absence cases to higher authorities of the Department of Education and Training and in certain cases, involve the police.

ITINERANT SUPPORT TEACHERS (I.S.T.)

These are Area Office personnel who visit schools to work with and support individual

students who have an identified need such as hearing impairment, visual impairment those needing support in the areas of behaviour and/or emotional problems and students who are in out-of-home care. The appointment of an I.S.T. to any child at the school is determined on the basis of priority by Welfare personnel at the Chester Hill School Education Office. Programs of assistance are for short periods and cease once the need has been met, or further referral is warranted.

COMMUNITY LIASION OFFICERS

When the need arises, Prairiewood High School may draw upon specialist community personnel via the School Education Officer to assist in the resolution of student issues.

OTHER PERSONNEL AND AGENCIES

From time to time, students and their families may require assistance from specialist south West Sydney regional personnel, eg the Director for Fairfield/Hoxton schools or the Student Welfare Consultant (9 793 4900). In special circumstances, other educational facilities may be accessed to provide assistance, such as the Canley Vale Tutorial Centre, Verona SSP, Ajuga SSP and Rivendell SSP.