

# ST AGNES' MATRAVILLE

## **NOTE:**

- Classroom teacher is to be notified at every lunch if one of their children have been removed from the playground.
- Classroom teacher to be notified if parents are to be contacted.
- Classroom teacher informed of outcome of meeting between parent/s-Principal.

## **The following Card System will be introduced to enforce appropriate communication process to ensure students safety and welfare.**

1. **GREEN:** Students are feeling unwell or need an injury attended to.
2. **YELLOW:** Students need to sit in the Office due to unsatisfactory playground behaviour.
3. **RED:** Critical Incident. A student is hurt or injured or posing a threat to other students. Assistant Principal or Principal to assist immediately.

## **STUDENT AVAILABILITY FOR COUNSELLING:**

If students are experiencing emotional, social, or behavioural problems, they may be referred to the **STAR Program**. The procedure for this is as follows:

1. Students are identified by class teacher and reported to Principal.
2. After initial discussion, teacher is provided with a Referral Package from the STAR Program.
3. The referral is completed and returned to the Principal.
4. Principal checks to see if any other relevant documents is available.
5. Principal faxes to Centrecare.
6. Centrecare contacts the school to arrange suitable meeting times.
7. STAR works with Students and their families to support and assist them through their difficulties. Recommendations are also made back to the school and families.