



LOYOLA COLLEGE

STUDENT SERVICES POLICY

Intended audience	Loyola College Community
Author	DOWAL ~ Development of Wellbeing at Loyola
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RATIONALE

Loyola College is a co-educational Catholic College, which is inspired by the teaching of St Ignatius of Loyola. The principle values of the College are those of Justice, Mercy and Faith. The College recognises and values the uniqueness of every student and therefore strives to ensure all students achieve their potential spiritually, emotionally, socially, physically and academically. The mission of the Student Services Department is to provide support for members of the Loyola College community. Students who would benefit from additional support of their learning, counselling or careers and pathway development are supported by the members of the Student Services Department who work collaboratively with each other.

GUIDING PRINCIPLES

At Loyola College the Student Services Department seeks:

- To emphasise and work through a strengths~based perspective that is holistic and affirming in nature;
- To encourage a sense of connectedness and self~esteem amongst the students;
- To identify and provide support for students with learning needs;
- To work in collaboration with staff members to ensure that the needs of all students are met;
- To liaise and inform parents and guardians of programmes provided for their children;
- To keep staff informed of identified students and their learning needs;
- To refer students to the appropriate agencies in the community and liaise with those agencies in an ongoing manner;
- To support students and families with transition at various stages of their education;
- To promote and foster the development of basic skills particularly literacy and numeracy;
- To ensure the physical environment of the College is appropriate for all members of the community in collaboration with Occupational Health & Safety guidelines as defined by the Catholic Education Office Melbourne guidelines;
- To promote a culture of help~seeking behaviour through providing a confidential psychological service.

SERVICES AND SUPPORT OFFERED BY THE STUDENT SERVICES DEPARTMENT

Funded Students: A major focus of the Student Services Department is to oversee the educational programs of those students who qualify for funding under the Literacy, Numeracy and Special Learning Needs Program (LNSLN). These students receive funding for one of the following categories as defined by the CEOM guidelines:

- Social or Emotional Disorder
- Intellectual Disability
- Severe Language Disorder
- Visual Impairment
- Hearing Impairment
- Physical Impairment
- Chronic Health Impairment

The Student Services Department supports LNSLN students in the following ways:

- Liaising with outside agencies where necessary;
- Arranging for Educational Assessments to be undertaken;
- Providing counselling and support for students and families;
- Organising Program Support Group(PSG) meetings with parents and key teaching staff;
- Overseeing the preparation of Individual Learning Plans (ILP);
- Supporting student learning through classroom support by the Classroom Assistants;
- Assisting teachers with appropriate modification of curriculum.
- Reporting to members of the College community;

Special Needs Students: From time to time students may experience difficulties in some areas of their learning. These students do not receive government funding. However, their learning needs are significant and the Student Services Department works towards supporting them to experience success and reach their potential. Like the LNSLN funded students, they may require modification to the curriculum. The Student Services Department ensures that support is provided and Individual Learning Plans (ILP) are prepared, with parent consent, enabling students to undertake the curriculum and ensuring that modified assessment and reporting is undertaken.

Gifted and Talented Students: Students who consistently perform above their peers in a curriculum area will be supported to extend their academic excellence via an accelerated educational program supported by curriculum faculties within the College. The Student Services Department supports faculties in developing extension components in topics and units of work to engage students and extend them to achieve their potential.

Psychological Services: Loyola College has the services of one or more educational psychologists who work to strengthen the educational achievement, and the social and emotional development of the students. If an educational assessment is appropriately requested, this can be undertaken on campus without the need for sourcing external agencies. The psychologists provide confidential counselling to students experiencing difficulties which impact on their capacity to learn. Other services include:

- Consultation with parents regarding learning, behavioural, social or emotional concerns of their child;
- Facilitation of referrals to external specialist assessment/treatment/counselling services;
- Consultation and support for teachers in their work helping students to achieve their learning potential, and supporting students during difficult times;
- Provision of parent education seminars and workshops;
- Implementation of preventative and supportive programs for students with identified needs;

There are occasions that the work of the educational psychologist is supported by a College Counsellor.

Informed Consent for Psychological Services: Help-seeking behaviour is encouraged by accepting student self-referrals and providing a confidential service. Psychologists will provide plain language explanation about the service provided and if the College psychologist ascertains that the young person has the maturity and ability to give informed consent, the student can access psychological services without parental consent being sought. The psychologist encourages parental involvement whenever it is appropriate.

Careers & Vocational Education: The Careers and Vocational Education Coordinator is responsible for:

- Managing the Structured Workplace Learning and Work Experience Programs;
- Providing career guidance and counselling for all students;
- Developing and delivering career education within Loyola College and supporting and training staff for delivery of career education within the Personal Development Program in conjunction with Special Program Co-ordinators;
- Providing information and promoting events to the Loyola College community that showcase further education, training and employment pathways, and enable students to participate in career related activities;
- Liaising with local community groups and others to utilise their expertise and involve them in career education events at Loyola College;
- Managing the Year 12 VTAC Tertiary Education Application Process;

Home~College~Parish Liaison: The College recognises the benefits and importance of the family, the College and the Parish being able to work together for the education and development of each student. The role of the Home~College~Parish Liaison person is one important expression of our conviction that home, College and parish are partners in education. The Home~College~Parish Liaison is responsible for:

- Visiting homes of students as deemed necessary;
- Visiting students who are in hospital for prolonged periods;
- Making and arranging follow up contact where necessary;
- Visiting families of members of the College community in times of bereavement, illness or particular difficulty;
- Encouraging and facilitating involvement of parents in College-based activities such as school functions, liturgies and celebrations;
- Work with the Head of Student Services and the Business Manager to assist with the purchase of books and uniforms for needy students.

First Aid Coordinator: The First Aid Coordinator is responsible for:

- Administering first aid to students, staff and visitors to the College;
- Communicating student health problems that arise at the College to parents and guardians and where appropriate to staff;
- Maintaining an illness/injury/accident reporting system;
- Maintaining medical information from student information form on the College database and providing relevant materials identifying student health issues in staff offices and College areas as required;
- Providing first aid coverage at College events as required;
- Maintaining a register of epi-pens held by the College;

PROCEDURAL DOCUMENT

Loyola College Student Referral Process