

# Pastoral Care

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# Types & Subtypes

# About Types & Sub-Types

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

## What is a Type & Sub-Type?

In Pastoral Care in Schoolbox:

- a type establishes a certain category of organisation
- a subtype is a sub-category that *belongs* to a type

Each time a record is created, a type & sub-type must be chosen.

The available sub-types are defined by the type that has been chosen.

## Structure of Types & Sub-Type Listing

On the following pages, each Type & Sub-Type is described in the following ways:

- **Author**
- **Target Audience**
- **Purpose & Description**

These define:

- 1) Who the intended author of the subtype is
- 2) Who the target audience of the subtype is
- 3) The purpose and description of the subtype, and possible reports that can be used with this subtype

# Wellbeing

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

## Chaplaincy-CHAP ONLY

**Author:** *Chaplains*

**Target Audience:** *Chaplains & Senior Leadership*

**Purpose & Description:** *Note & record taking for Chaplains. A Pastoral Moderator may need to edit visibility in the case of conflict of interests (ie. a Chaplaincy record about a child of a senior-leader).*

Chaplaincy records are highly confidential

Chaplaincy STATS can be downloaded from PC to create a SWAN Record of Evidence.

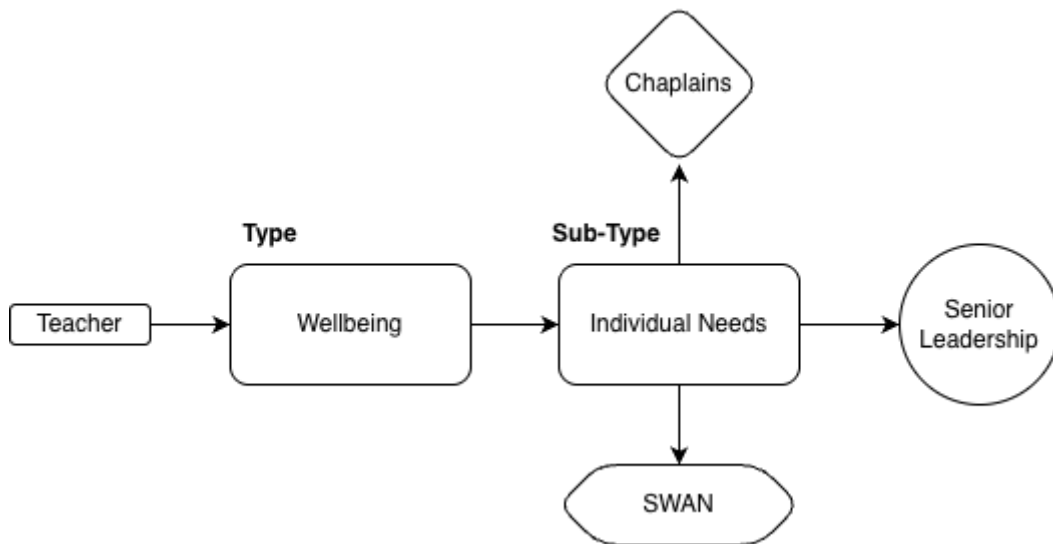
## Individual Needs

**Author:** *Teacher*

**Target Audience:** *Chaplains / SWAN / Senior-Leadership*

**Purpose & Description:** *A place for teachers to record individual needs of a student.*

There is some ambiguity about this sub-type and it's purpose



## Attendance

**Author:** Deputy & Class Teachers & TAG Teachers

**Target Audience:** Senior Leadership & General Teaching Staff

**Purpose & Description:** To record attendance concerns & observations, for example: a student has missed school for X consecutive days, or a student has missed 'maths' for X consecutive days.

Work is currently being completed on an Attendance Tracker App to help capture this data.

## Concern - ReferToLeadership

**Author:** Teacher

**Target Audience:** Senior Leadership

**Purpose & Description:** A mechanism to record notification of a confidential concern to leadership. Leadership may then choose to share this via the 'Concern-FYI' record sub-type.

## Pulse Alert

**Author:** Teacher, Year Co-ordinator, Deputy

**Target Audience:** Chaplains & Senior Leadership

**Purpose & Description:** A place for records to be created in response to reviewing Pulse data.

## Support Services

**Author:** *Teacher or Leadership or Teacher Aide*

**Target Audience:** *Teacher or Leadership or Chaplain*

**Purpose & Description:** *To record students receiving support services*

*There is some ambiguity about this sub-type and it's purpose*

*Feedback from Sec SWAN - if this is for allied health, this isn't the right place to have this record type.*

## Concern-FYI

**Author:** *Teacher or Leadership or Chaplain*

**Target Audience:** *Teaching Staff*

**Purpose & Description:** *A general record to notify teaching staff about a concern. Should not be confidential in nature in general record. Confidential records can be included in 'Confidential' section.*

# PRI-Academic

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

## Academic Integrity

**Author:** *Teacher & HOTL*

**Target Audience:** *HOTL, Coordinators*

**Purpose & Description:** *To have a record of academic integrity concerns such as: cheating, plagiarising, etc.*

## Achievements

**Author:** *Teacher & HOTL*

**Target Audience:** *HOTL, Coordinators*

**Purpose & Description:** *To have a record of academic achievements that can be remembered and celebrated*

## Enrichment

**Author:** *Teacher & Enrichment Coordinator*

**Target Audience:** *Enrichment Coordinator, SWAN & HOTL*

**Purpose & Description:** *A record that tracks enrichment activities that students have participated in. This may also be used to capture students involvement in enrichment programs*

Clarification required. This record type conflicts with **PRI-Academic -> Extension**

## ESL / EALD

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to create records for students that concern English as a Second Language or Dialect.*

Clarification required. This record type conflicts with **SWAN&SEE STAFF -> EAL/D**

## Extension

**Author:** *Teacher*

**Target Audience:** *Enrichment Coordinator & HOTL*

**Purpose & Description:** *A place for teachers to record extension activities*

Clarification required. This record type conflicts with **PRI-Academic -> Enrichment**

## Learning Intervention

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to record interventions in student learning. This could be differentiation, or other instances where records may not be created by SWAN staff but might impact future NCCD, IEP, ESP documentation.*

## Modified Curriculum

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to record curriculum modification for students.*

Clarification required. Are teachers required to complete these records, or should this be completed in communication with SWAN?

# SWAN Support

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to create a record that informs SWAN about a request for a student to be added to SWAN processes (ie. GRIST SWAN Document + SWAN Profile)*

Is this the best mechanism for notifying SWAN Staff about a student needing support.

Should the sub-type be re-labelled as "SWAN Support **Request**"

# Teacher Planning

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to record a link to Teacher Planning*

**Recommend this sub-type is deleted**

This record sub-type is not currently in use with the Primary Teacher Planning processes. Further work needs to be done to provide an updated and integrated planning process. Most likely this will not include or require this sub-type.

# PRI-Expectations

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

PRI-Expectations follows the Primary Behaviour Management policy framework which is reflected in the listed sub-types

## Disrespect

**Author:** *School Staff*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'disrespect'*

## Physical

**Author:** *School Staff*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'physical' incident*

## Relationships

**Author:** *School Staff*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'relationships'*

## Destruction of Property

**Author:** *School Staff*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'destruction of property'*

## Technology Infringement

**Author:** *School Staff*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'technology infringement'*

## Transport

**Author:** *School Staff (referred by Transport Manager)*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'transport'*

## OSHC

**Author:** *School Staff (referred by OSHC Coordinator)*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'OSHC'*

## Mean-On-Purpose

**Author:** *School Staff (referred by OSHC Coordinator)*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'Mean-On-Purpose'*

## Uniform

**Author:** *School Staff (referred by OSHC Coordinator)*

**Target Audience:** *Class Teacher, Coordinators & Senior Leadership*

**Purpose & Description:** *A record that records student behaviour -> 'Uniform'*

## Handover Notes

**Author:** *Exiting Year Coordinator / Class Teacher*

**Target Audience:** *Entering Year Coordinator / Class Teacher*

**Purpose & Description:** *A record that communicates key details for teachers as they 'hand over' students from one calendar year to the next (ie. Exiting Yr5 -> Entering Yr6)*

# SEC-Academic

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

## Achievement

**Author:** *Teacher, HOD, YLC, HOTL*

**Target Audience:** *HOD, YLC, HOTL, Awards Collation*

**Purpose & Description:** *A record of student academic that could be used to inform end of year Awards*

Currently this record has not been used to inform academic awards. This may be used in this way in the future.

## Assessment Extension

**Author:** *Teacher, HOD, YLC, HOTL*

**Target Audience:** *HOD, YLC, HOTL*

**Purpose & Description:** *A record of assessment extension that can be used to track trends of assessment extensions over time.*

Historically, extensions on assessments have not been tracked over time, rather they have been isolated to a class teacher, YLC or HOD without data being collected across subjects or semesters.

## Concern

**Author:** *Teacher*

**Target Audience:** *HOD, YLC, HOTL, SWAN*

**Purpose & Description:** *A record that reflects a concern that a teacher has raised academically about a student. This might be -*

- *subject ability concerns*
- *learning difficulties*
- *formative or summative downward trends*

## Integrity

**Author:** *Teacher, HOD, YLC, HOTL*

**Target Audience:** *HOD, YLC, HOTL*

**Purpose & Description:** *A record that reflects an issue of 'academic integrity' such as: plagiarism, cheating, etc.*

## Incomplete Homework

**Author:** *Teacher*

**Target Audience:** *HOD, YLC, HOTL*

**Purpose & Description:** *A record of incomplete homework*

## Modified Assessment

**Author:** *Teacher*

**Target Audience:** *SWAN, HOTL*

**Purpose & Description:** *A record of assessment modification. This may be used for NCCD, IEP & ESP documentation.*

Assessment modification may be required for students that are not captured in SWAN or NCCD. This may however, constitute evidence that can be used for inclusion in these processes, including AARA (ie. historical evidence built over yrs 7-11 to request break times or alternative format external exams).

## Teacher Planning

**Author:** *Teacher*

**Target Audience:** *SWAN & HOTL*

**Purpose & Description:** *A place for teachers to record a link to Teacher Planning*

**Recommend this sub-type is deleted**

# SEC-Expectations

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

## Exceeding Expectations

**Author:** *Secondary Teaching Staff*

**Target Audience:** *YLC, HOD, Senior Leadership, Award Data*

**Purpose & Description:** *To capture evidence of students displaying exemplary behaviour or inter-personal engagement that 'exceeds expectations'*

## Behaviour

**Author:** *Secondary Teaching Staff, College Staff (through YLC or Deputy)*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture a record of poor student 'behaviour'*

## Prepared for Class

**Author:** *Teacher*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture a record of students arriving at class 'unprepared'.*

## Punctuality

**Author:** *Teacher*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture a record of student arriving late for class*

## Relationships

**Author:** *Teacher, YLC, HOD, Senior Leadership*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture a record of student displaying inappropriate interpersonal relationships. This may include romantic relationships, fighting or similar*

## Substance Use

**Author:** *Teacher, YLC, HOD, Senior Leadership*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture a record of student use of prohibited substances*

## Technology

**Author:** *Teacher, YLC, HOD, Senior Leadership*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture record of inappropriate use of technology. This may include: mobile phone, smart device, laptop, iPad where they have been used outside of the Digital Policy. For example: accessing inappropriate websites, capturing images of people without permission, using a device without teacher permission.*

## Uniform

**Author:** *Teacher, YLC, HOD, Senior Leadership, College Staff (through YLC or Deputy)*

**Target Audience:** *YLC, HOD, Senior Leadership*

**Purpose & Description:** *To capture record of student being out of uniform or wearing the uniform poorly, for example: shirt being untucked, makeup, haircut required*

# YLC Handover

**Author:** *Exiting YLC*

**Target Audience:** *Entering YLC & Senior Leadership*

**Purpose & Description:** *A record that communicates key details for teachers as they 'hand over' students from one calendar year to the next (ie. Exiting Yr7 -> Entering Yr8)*

# SWAN&SEE Staff

Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

[Please refer to the SWAN Evidence Chapter for NCCD details](#)

## Evidence

**Author:** *SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, Head of Learning Enrichment (TBC), NCCD Audit*

**Purpose & Description:** *A record of evidence of: assessed individual needs, student adjustment, consultation / collaboration, teacher planning, monitor & review*

Clarification required. This record type may be redundant as it could be captured as a TAG in PC reporting **but** will service as a 'general' evidence record type for SWAN staff when used with SWAN-Evidence TAGs.

## Evidence - TA Secondary Notes

**Author:** *SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *A record of evidence of lesson notes recorded by SWAN Teacher Aides who are in class with students supporting their learning needs. This is an example of adjustments & monitoring & review.*

## EAL/D

**Author:** *SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *Records relating to English as a Second Language or Dialect (EAL-D). This includes observations and notes about EAL-D students, Bandscale Report.*

Clarification required. What other entry types might be added here?

## NCCD Forms

**Author:** *SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *A special record type that is an internal audit tool ('form') for checking that a student has sufficient evidence to qualify for:*

- *Physical / Cognitive / Social-Emotional / Sensory*
- *QDTP (Quality Differentiated Teaching Practice) / Supplementary / Substantial / Extensive*

Clarification required. This record type may be redundant or not required. Value in the record type - but some double up in the template.

## Assessed Individual Needs

**Author:** *SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *A single-record-entry per SWAN student that lists documents that collect evidence of 'assessed individual needs'.*

Clarification required. This record type may be redundant as it could be captured as a TAG in PC reporting: SWAN-Evidence-Assessed Individual Needs. Also, it is a clumsy looking record type that is not easy to engage with for multiple evidence types. Better to delete this record type and retain 'Evidence' + use of TAGs for SWAN Evidence entry.

Feedback from Sec SWAN - value esp. for medical reports / etc. that are collected but don't form part of the NCCD evidence. May be a double up of 'Stakeholder Communication'....

## IEP-PRI

**Author:** *Primary SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit, Class Teacher, (Parent)*

**Purpose & Description:** *A single-record-entry per SWAN student that requires an IEP (Individual Education Plan).*

Currently the included template is not being used in-line, in service of a word processing template (Word or Google Docs) that can be easily collaborated on and shared with Class Teacher + Parent + SWAN staff.

This record and linked document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

## Support Plan-PRI

**Author:** *Primary SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit, Class Teacher, (Parent)*

**Purpose & Description:** *A single-record-entry per SWAN student that requires an IEP (Individual Education Plan).*

Currently the included template is not being used in-line, in service of a word processing template (Word or Google Docs) that can be easily collaborated on and shared with Class Teacher + Parent + SWAN staff.

This record and linked document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

## IEP-SEC

**Author:** *Secondary SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body)*

**Purpose & Description:** *A single-record-entry per SWAN student that requires an Individual Education Plan*

This document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

## Support Plan-SEC

**Author:** *Secondary SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body)*

**Purpose & Description:** *A single-record-entry per SWAN student that requires a Support Plan*

This document is worked on in draft form between the Class Teacher & SWAN Staff.

Once the 'draft' is complete, it is then shared with parents.

## ESP

**Author:** *Secondary SWAN Staff*

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit, Class Teachers, Child Safety Services (External Body) + Child Safety Officer (CSO)*

**Purpose & Description:** *A single-record-entry per SWAN student that requires a Education Support Plan (ESP). This document needs to be printed as a hard copy for engagement with Child Safety Services (external Government department).*

[Information about Education Support Plans can be found here.](#)

# SWAN Profile

**Author:** API User (Automation)

**Target Audience:** College Teaching Staff & Support Workers

**Purpose & Description:** A special **automated** single-record-entry per SWAN student that shows a student profile including diagnosis, suggested adjustments and intervention programs they are involved in.

Note to CHO - write up the workflow for GRIST -> SWAN Profile Creation including logs.

The SWAN Profile is **automated** using data from the GRIST SWAN Students database which aggregates to Schoolbox class pages and Pastoral Care.

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## Using TAGs for SWAN Evidence

Fold out below for more information.

### Additional - TAGGING SWAN-Evidence

This is a duplication of content from [SWAN->Evidence](#)

All evidence is recorded in Schoolbox Pastoral Care as 'PC Records' and is then tagged where appropriate with the following 'TAGS':

1. SWAN-Evidence-Assessed Individual Needs
2. SWAN-Evidence-Adjustments
3. SWAN-Evidence-Monitoring & Review
4. SWAN-Evidence-Consultation & Collaboration

This allows for records to have multiple TAGs and reduces the need for records to be duplicated. For example:

- an email chain between parents and teachers may include:

- evidence of assessed individual needs
  - parental report of disability in conjunction with evidence of an assessed individual need
- evidence of adjustments
  - teacher reply with adjustments made in class
- evidence of monitoring & review
  - modifications made to the adjustment over time including reflections
- evidence of consultation & collaboration
  - the email chain itself

An email chain of this nature can include all of the 'SWAN-Evidence' tags above.

SWAN staff are able to retrospectively apply TAGs where appropriate leading up to an audit.

Below is a breakdown of the different types of evidence and examples of what is included in each type.

Types & Subtypes

# Evidence of Student Adjustments

## Consultation / Collaboration

**Author:** Teachers, Teacher Aides, SWAN Staff

**Target Audience:** *SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *A single-record-entry per SWAN student that maintains a communication log.*

Clarification required. This record type & sub-type should be removed as this evidence is best captured through the 'SWAN-Evidence-Consultation & Collaboration' TAG & the 'Stakeholder Communication' type & sub-type.

# Stakeholder Communication

## Stakeholder Communication

**Author:** Teachers, YLCs, Senior Leaders

**Target Audience:** *Teachers, SWAN Coordinator, HOTL, NCCD Audit*

**Purpose & Description:** *A single-record-entry where communication has happened between the College and stakeholders.*

*This can include:*

- *parents*
- *specialist teachers*
- *support workers*
- *other government bodies*

*Examples of communication might include:*

- *record of phone call*
- *email chain*
- *letter attachment*

*SWAN TAGs can be applied to Stakeholder Communication records that will expose relevant records for NCCD purposes.*

*Note that this record type has general visibility for 'teachers' but confidential visibility for: Primary Leadership Team, Secondary Leadership Team, SWAN Team*

Types & Subtypes

# Pathways

## Pathways

**Author:** *Guidance / Pathways Coordinator*

**Target Audience:** *Student, Secondary Leadership Team, Parent*

**Purpose & Description:** This record can serve as a mechanism to communicate pathway decisions between the College, parents and students, with commenting turned on for all parties, to create transparent communication.

Currently this record type and sub-type is not in use.