

**TO:** Dr P G Lennox

**SUBJECT:** IN-SERVICE FOR BOARDING HOUSE STAFF

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**A. TO WHOM ADDRESSED**

- The Association of Independent Schools of Queensland Inc.

**B. CLIENT GROUPS**

- Experienced boarding staff.
- Teaching staff new to boarding.
- Other care staff including Matrons, Nursing Sisters.

**C. AIMS OF THE IN-SERVICE**

To provide skills in, and knowledge of, care and supervision to -

- Members of staff who are employed in Boarding.
- Non-staff members who are employed in Boarding.

**D. OBJECTIVES OF THE IN-SERVICE**

As a result of completing this in-service the above should be able to -

- Develop a personal philosophy of care and supervision.
- Demonstrate and understanding of the individual students in their care.
- Develop a climate where the individual student is valued, and enjoys respect from, and genuine concern by staff.
- Encourage the recognition of student in their individual worth.
- Demonstrate skills in the daily care and supervision for students.
- Assist in the on-going development in a wide variety of areas of individual students and individual staff colleagues.

## E. WORKSHOP OUTLINES

- **Child Growth and Adolescent Development**  
(Dr John McNee, presented this topic of the Education 200 Conference).

This workshop will provide a broadly comprehensive view of adolescents' physical, intellectual, personality, social and moral development, and will emphasise the factors that influence development and their educational implications. The perspective of the workshop views adolescence not as isolated persons but in relation to primary social settings such as the family, the peer group, the classroom the boarding house. It will not only examine adolescence behaviour but also why adults respond in a certain manner to this behaviour.

- **Counselling**  
(Dr Marylin Shrapnell, Psychiatrist, presented this paper at the Education 2000 Conference).

Dr Shrapnell will provide theoretical knowledge and skills in the basic principles and methods of individual and group counselling, Professional and ethical issues will be considered.

- **In Loco Parentis**  
(Peter Carne, Senior Partner, Goss, Downey and Carne, Hon Solicitor Queensland Council of Parents & Friends' Association; Executive of Qld Law Society).

Mr Carne will provide information on boarding staffs' rights and responsibilities. Legal perspectives; complaints procedures, responsibilities and non-responsibilities.

- **Pastoral Care in Secondary Boarding Schools**  
(Ron Cochrane, Senior House Master)

This workshop will examine the issue that the quality of the education offered by a boarding school/house depends largely on the Pastoral Care practised by the staff. Pastoral care in education boarding refers to the way students' personal needs are met. Above all this involves a sincerely concerned adult making sure the boys are happy and successful in their total school life. It's success relies upon the Housemaster being willing and able to deal with interpersonal matters in a way which empowers the students, and builds a healthy balance between independence and wisely placed dependence.

- **Management**  
(Boyd Fay & Associates)

Group Management; Time Management; Lines of Communication; Lines of Management; Resources, Administration and Record-keeping: Staff Supervision; Accountability; Delegation.

**F. DATE OF IN-SERVICE**

- Monday, November 1, 1993

**G. LOCATION OF IN-SERVICE**

- Brisbane Grammar School

**H. PROPOSED PROGRAMME**

- 1.30pm Registration
- 2.00pm Child Growth and Adolescent Development
- 3.00pm Counselling
- 4.00pm Afternoon Tea
- 4.15pm Pastoral Care in Boarding Schools
- 5.00pm In Loco Parentis
- 6.00pm Dinner
- 7.15pm Mangement Skills
- 8.00pm Concluding Remarks

**I. CATERING**

- Afternoon Tea - provided by the School's catering.
- Dinner - Aldo's Restaurant will provide a three course dinner for \$15.00 per head.

**J. BUDGET**

- All guest speakers are cost free - I will provide a gift.
- Dinner cost and afternoon tea could be covered in registration fee.
- Registration Fee \$20.00

**K. AISQ APPROVAL**

- If you are comfortable with the proposed concept would you present it to AISQ?

**L. CONCLUSION**

- Would AISQ provide the mailing service to schools?
- I would prepare in-service pamphlet to be sent to schools as well the arrangements and organization of the in-service.
- A 'Certificate of Participation' would be prepared and provided to delegates at the conclusion of the in-service.

Copy: Director of Studies (Professional Development)  
Deputy Headmaster (Pastoral Chairman)