



Collegiate Junior School for Girls

COMPASSIONATE POLICY FOR BEREAVEMENT AND TERMINAL ILLNESS

1. Staff Member Passes Away

- **Notification and Communication:**
 - Principal to be notified.
 - Principal to get permission to share the news with the staff and School Governing Body (SGB).
 - The school will promptly notify all staff, SGB and students about the passing of the staff member in a sensitive and respectful manner.
 - A designated point of contact will be assigned to communicate with the family of the deceased staff member and provide support.
- **Support and Counselling:**
 - If needed, grief counselling services will be made available to both staff and students with the school counsellor. If a person requires more than three sessions with the school counsellor, we may suggest outside counselling services, which will be at their own expense.
 - A memorial service or tribute may be organised in consultation with the family to honour the deceased staff member's contributions to the school.
 - Principal or designated person will reach out to the family and offer support and a monetary amount of R250 (or the amount budgeted and recorded on the staff portal) or a meal or flowers to that amount.
 - Staff may offer to provide meals for the family.
 - The Principal will meet with the deceased family member to discuss claiming funeral benefits and hand over a monetary amount based on the number of years' of service to the school. A pro-rata bonus will also be paid out.
- **Operational Adjustments:**
 - Arrangements will be made to ensure the smooth continuation of the deceased staff member's duties.
 - Staff will be given the option to attend the funeral or memorial service without it affecting their leave entitlements.

2. Immediate Family Member of a Staff Member Passes Away

- **Notification and Communication:**
 - The staff member should inform the school administration, Deputy Principal or Principal as soon as possible.
 - The school will respect the staff member's privacy and only share information as per their wishes. If given permission, the Principal will notify all staff via the Collegiate Staff Chat or at a staff meeting.
- **Support and Leave:**
 - Bereavement leave will be granted to the staff member, with the duration determined based on individual needs and circumstances.
 - If needed, grief counselling services will be made available to both staff and students with the school counsellor. If a person requires more than three sessions with the school counsellor, we may suggest outside counselling services, which will be at their own expense.
 - The Principal or designated person will reach out to the family and offer support and a monetary gift of R250 (or the amount budgeted and recorded on the staff portal) or a meal or flowers to that amount.
- **Operational Adjustments:**
 - Temporary coverage for the staff member's school and extracurricular responsibilities will be arranged to ensure minimal disruption.

3. Parent of a Student Passes Away

- **Notification and Communication:**
 - The family should inform the school administration, class teacher or Principal as soon as possible.
 - The school will respect the family members' privacy and only share information as per their wishes. If given permission, the Principal will notify the staff via the Collegiate Staff Chat or at a staff meeting.
 - The school will express condolences to the student and their family.
 - The student will receive a Collegiate care bear.
 - Teachers, relevant staff and if necessary certain students will be informed discreetly to provide appropriate support.
- **Support for the Student:**
 - If needed, grief counselling services will be made available to both staff and students with the school counsellor. If a person requires more than three sessions with the school counsellor, we may suggest outside counselling services, which will be at their own expense.
 - The school will work with the family to accommodate any necessary adjustments to the student's academic schedule and provide flexibility.
- **Community Support:**
 - The school community could be encouraged to offer support, such as organising meals, transportation, or other forms of assistance as needed. (School needs to ensure that consistency is maintained for all Collegiate families.)

4. Sibling of a Student Passes Away

- **Notification and Communication:**
 - The family should inform the school administration, class teacher or Principal as soon as possible.
 - The school will respect the family's privacy and only share information as per their wishes. If given permission, the Principal will notify all staff via the Collegiate Staff Chat or at a staff meeting.
 - The school will express condolences to the student and their family.
 - The student will receive a Collegiate care bear.
 - Relevant staff will be discreetly informed to provide appropriate support to the student.
- **Support for the Student:**
 - If needed, grief counselling services will be made available to both staff and students with the school counsellor. If a person requires more than three sessions with the school counsellor, we may suggest outside counselling services, which will be at their own expense.
 - If appropriate, during counselling sessions let the student join peer support groups where they can connect with other students facing similar situations.
 - Academic and extracurricular adjustments will be made as needed to support the student during this difficult time.
- **Community Support:**
 - The school community will be encouraged to show empathy and offer practical support to the affected family. (School needs to ensure that consistency is maintained for all Collegiate families.)

Policy for Supporting Students with Terminally Ill Parents or Siblings or are themselves terminally ill:

Purpose

To provide guidance on supporting students who are terminally ill or whose parents are terminally ill, ensuring they receive appropriate care, understanding and academic support during this difficult time.

1. Notification and Communication

- **Notification:**

Parents or guardians are encouraged to inform the school if a student, parent or sibling of a student is diagnosed with a terminal illness.
- **Confidentiality:**

The school will respect the privacy of the student and their family. Information will only be shared with staff members who need to know to provide support.
- **Communication Plan:**

Develop a communication plan with the family to determine the best way to keep the school informed about the student's needs and any changes in their situation.

2. Emotional Support

- **Counselling Services:**
Offer school counselling services to the student to help them process their emotions and cope with their parent/sibling's illness.
- **Peer Support Groups:**
If appropriate, during counselling sessions let the student join peer support groups where they can connect with other students facing similar situations.
- **Mentorship Program:**
Pair the student with a trusted teacher or staff member who can offer additional support and check in regularly.

3. Academic Support

- **Flexible Scheduling:**
Allow for flexible scheduling and deadlines to accommodate the student's needs.
- **Homework and Assignments:**
Work with the student to create a manageable workload and adjust assignments as needed.
- **Tutoring Assistance (dependent on the situation):**
Provide tutoring or additional academic assistance if the student falls behind.

4. Social Support

- **Maintain Normalcy:**
Encourage the student to participate in regular school activities and maintain their routine as much as possible.
- **Extracurricular Activities:**
Offer opportunities for the student to engage in extracurricular activities that may provide a positive outlet and sense of community.

5. Staff Training and Awareness

- **Training Sessions:**
Conduct training sessions for staff, with the school counsellor or if needed an outside counsellor on how to support students dealing with family illness and recognise signs of distress.
- **Awareness Campaigns:**
Promote awareness and understanding among the school community (class, sports team, etc) to foster a compassionate and supportive environment.

6. Review and Adjustment

- **Regular Check-ins:**
Schedule regular check-ins with the student and family to assess the effectiveness of the support being provided and make adjustments as needed.
- **Feedback Loop:**
Encourage feedback from the student and family to improve the support system and address any concerns.

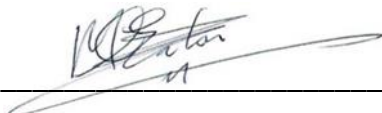
General Provisions

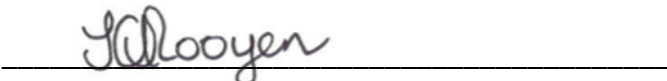
- **Respect for Privacy:**
 - The school will respect the privacy and wishes of the families in all communications and actions.
 - Information will only be shared with the consent of the individuals involved.
- **Ongoing Support:**
 - The school will maintain contact with the staff member or student to provide ongoing support and ensure their well-being.
 - Regular check-ins will be conducted to assess the need for additional support or accommodations.
- **Training and Awareness:**
 - Staff will receive training from our school counsellor on supporting colleagues and students through challenging circumstances, as needed.
 - The school will promote a culture of empathy, compassion, and support within the community.
 - Staff are expected to maintain consistency and fairness in all interactions.
 - Acts of kindness should be approved by the School Management Team (SMT) before implementation.

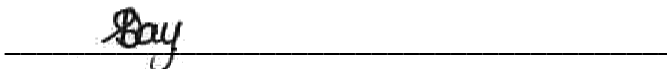
By implementing this compassionate policy, the school aims to provide a supportive and understanding environment for all members of the school community during times of loss and bereavement.

This Compassionate Policy for Collegiate Junior was adopted by the Governing Body of Collegiate Junior at a meeting held at the school on 6 August 2024.

SIGNED:

CHAIRPERSON  DATE 06/08 /2024

PRINCIPAL  DATE 06/08/2024

SECRETARY  DATE 06/08/2024

POLICY REGISTER DETAILS

TITLE OF POLICY	COMPASSIONATE POLICY
DATE APPROVED BY SGB	6 August 2024
EFFECTIVE DATE	6 August 2024
EXPIRY DATE	This Compassionate Police remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	Three years or sooner from date of adoption. Each SGB should review this policy at least once during their term of office.
AMENDMENT HISTORY	New Policy 6 August 2024