Pastoral Care Policy

St Mary’s Primary School

Policy Number:  PASTORAL CARE 1.1

Status:

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Related Documentation:
Building a Culture of Learning through Positive Management Policy
Anti-Bullying Policy
Harassment Policy
Homework Policy
Complaints Handling Policy and Procedures
Resolving Concerns and Complaints Flyer
Parents Handbook
Staff Handbook
Induction Procedures - CSO
RATIONALE
At St Mary’s Primary School the uniqueness of the human person is the foundation of all Catholic social teaching and intrinsic to our education ministry. Consequently, the principle that the person is made in the image and likeness of God, is central to the mission of our parish school. Staff members are aware of and implement the Pastoral Care Policy in every facet of our school community life. This enables the seeds of religious faith and commitment to be nurtured in each individual, so that they may recognise and respond to Christ as the model of human life. A concern for people and the atmosphere of family is promoted within the school. It is the belief of St Mary’s Primary School that Pastoral Care is developing empathetic relationships, so that the people in the school community are able to participate in productive partnerships. The implementation of this policy will further the school’s motto of “God’s Glory” as the glory of God is the human person fully alive. (St. Irenus)

AIM:
- To enable all to grow to their full potential
- To acknowledge everyone, develop quality relationships and establish networks of care
- To foster personal and mutual respect among and between all members of our school community
- To provide satisfying learning experiences and enable each one to develop confidence in their ability
- To foster a sense of self-worth as individuals created and loved by God, with a sense of hope for themselves and for their world
- To develop an appreciation of and respect for cultural and family differences
- To provide staff and students with support as required

SCOPE
It is essential that we provide a positive, open atmosphere where we welcome all and provide as safe, caring and environment that nurtures growth. The class is the central focus for pastoral care enabling children to belong to a significant group. Effective teaching which employs a variety of strategies and integrates the academic, spiritual, social and physical aspects of the curriculum caters for the needs and development of all students is integral to pastoral care.

This Pastoral Care Policy supports the school’s Mission and Vision Statements and Catholic Education in the Diocese of Lismore, Foundational Beliefs and Practices- The Essential Framework.

PRINCIPLES
St Mary’s Primary School follows the principles of Restorative Justice.
- Promote a sense of others
- Avoid scolding or lecturing
- All behaviour has meaning: Involve the student actively
- Separate the deed from the doer
- See every serious instance of wrongdoing and conflict as an opportunity for learning
- Restorative practices must be systemic, not situational
- Quality Relationships Promotes Quality Learning

DEFINITIONS
Pastoral Care is expressed through a network of relationships involving and including every person. Parents, students and staff and parish members are all involved in building our school community.
IMPLEMENTATION

Leadership Team
- Foster and promote the school motto “God’s Glory” and the Awareness Examen
- Accept responsibility for promoting and modelling care and concern for the whole community
- Promote a belonging identity and a sense of security through MJR – Making Jesus Real
- Promote the Prayer Life and Worship of the school community
- Promote opportunities for students, parents, staff, and the wider community to worship together
- Encourage the celebration of special occasions and achievement of the whole school community
- Promote a culture of affirmation and recognition of students, parents, and staff
- Continue to strengthen links with the Parish
- Endeavour to empower parents in their role as prime faith educators
- Communicate with the whole community in relation to the support structures and pastoral care programs available
- Create opportunities for collaboration between school, family, and the wider community
- Provide opportunities for parents to be actively involved in the life of the school
- Provide orientation to all new parents and children
- Provide professional development opportunities for parents
- Support staff and school families in time of illness and grief
- Ensure parent access to a partnership in education
- Respond to the personal and professional needs of staff
- Provide access to support networks for all members of the school community
- Review and evaluate regularly the implementation of the policy
- Ensure ongoing professional development of staff
- Provide induction for casual staff
- Support the collaborative participation of staff in their Professional Learning Teams
- Ensure the education and implementation of all Lismore Catholic Education legislative requirements

Staff
At St Mary’s Primary School the staff endeavours to provide a model of Christian goodwill and co-operation. We should strive to ensure that the interactions between staff, families, and students should be respectful and as such, staff should maintain a high level of confidentiality.

Teachers
- Foster and promote the school motto, “God’s Glory” and the Awareness Examen
- Promote a belonging identity and a sense of security through MJR – Making Jesus Real
- Plan and implement effective learning experiences which engage students in learning
- Provide quality learning experiences which foster personal growth
- Value individual differences of students and the inclusion of students with needs
- Monitor and assess student academic and social development and plan teaching and learning experiences accordingly
- Endure that prayer is an integral part of the classroom life
- Provide opportunities for students to develop life and leadership skills through a range of programs, incursions, and excursions
- Encourage students to consider the needs of the wider community
- Provide a safe, positive classroom environment where children are encouraged to express themselves appropriately, listen to one another, and respect differences
- Provide opportunities for students to develop a respect for and understanding of the Aboriginal and Torres Strait Islander people and ethnic cultures.
• Ensure the implemental of the *Building a Culture of Learning through Positive Management and Anti-Bullying Policy*  
• Provide orientation and support for beginning students  
• Provide opportunities for students to participate in assemblies, liturgies and celebrations of special events such as *Book Week, Mission Week, NAIDOC Week*  
• Promote a culture of affirmation and recognition through Merit awards, sporting, cultural and leadership awards including extra-curricular achievements  
• Promote and maintain the *Student Passport* as record of participation  
• Promote the health and wellbeing of students  
• Promote support to students and families through professional agencies  
• Provide students with guidelines for using the internet safely and responsibly through the implementation of the School Internet Contract  
• Develop and enjoy positive and supportive staff relations  
• Provide support for beginning teachers or new staff to our school  
• Welcome and support casual staff and provide information for individual classes  
• Support and adhere to policies and routines  
• Attend all staff meetings and professional development provided.

**Office**

**Share** –  
• Pass on important information to relevant staff regarding family problems or changes.  
• Refer families via Principal or Assistant Principal to external support eg Sr Jan

**SAS** –  
• document conversations with parents/caregivers in the note section  
• document intervention in the note section eg visits to Sr Jan, letters and reports

**Newsletter** –  
• share documents found on the internet eg Michael Grose, St Vincent de Paul;  
• promote in-school programmes with text and photos eg Peer Support; MJR, buddies;  
• print extracts of policies  
• Support the work of the Parish by passing on Parish information to parents  
• Support P & F with organising family nights and the class parents.  
• share upcoming events that support families eg Parent Assembly (Family Faith retreat); local (Cranes)

**Documentation**  
• Continue to develop and share documents that support staff and parents eg Parent Handbooks, Teacher Handbook

**Parish Priest**  
• Provides pastoral leadership and spiritual guidance for the whole school community  
• Supportive of and involved in the liturgical life of the school  
• Works closely with the Leader of School Evangelisation (LOSE) and the Leader of Catechesis (LOCo) on matters which relate to Prayer Life and Worship  
• Engages with students using topics which help to facilitate spiritual and moral growth  
• Liaises with the School Leadership Team on parish and school matters  
• Provides pastoral leadership for parents and children in relation to the Sacramental programs

**Class Parents**  
Assist the teacher in supporting parents within the class with important events.

**Parents / Care Givers**
- Support the Catholic ethos of St Mary’s Primary School
- Support the Pastoral Care initiatives of the school
- As prime educators, parents are expected to engage in and support the Prayer Life and Worship of the school
- Support school policies and routines
- Communicate openly and professionally with staff about the needs and development of their child
- Contribute positively to the life of the school
- Support School and Parish Masses and School Liturgies
- Attend Parent Information Nights, Parent Teacher Interviews
- Support the St Mary’s Primary School Parents and Friends Association

**Students**
- Grow to be W.E.S.T. people – Welcoming, Encouraging, able to say Sorry and give Thanks
- Participate in the Pastoral Care initiatives of the school
- Engage in and participate in class and school Prayer and Worship
- Support and follow school policies and routines
- Communicate openly and honestly with staff about their needs and concerns
- Participate in School and Parish Masses and School Liturgies
- Contribute to a safe, positive classroom environment
- Participate to the best of their ability in the learning experiences available to them
- Develop respect for and understanding of Indigenous people, different cultures and students with needs.

**Supporting Programs within the School**
Making Jesus Real
Mini Vinnies
Peer Support Programs
Year 6 – K buddies
Year 5 – Year 1 buddies
Social Skills
Additional Needs – IPs
Anti-bullying
Enrichment / Extension
Learning Assistance Program (LAP)
Seasons for Growth
Class Parents
Wellbeing – Sandplay Therapy, Speech Therapy, Occupational Therapist, Bluearth