



St Munchin's Catholic School Pastoral Care Policy

Created 2004
Revised 2007

VISION STATEMENT

St. Munchin's Catholic School aspires to reflect the life and love of Christ for His people.

OUR MISSION

*In the tradition of community and Eucharistic sharing,
St. Munchin's Catholic School aims to reflect the life and love of Christ for His people.
The school community works together to provide pastoral care for each person and to nurture the whole
development of the child.*

PREAMBLE

The Mission of St Munchin's Catholic School has as its foundation the belief that we are created in God's image and likeness. We recognise our responsibilities to uphold the dignity and rights of others.

We derive our inspiration from the message of Jesus:

'I give you a new commandment: love one another; you must love one another just as I have loved you.' (John 13:34).

Our model is the image of Jesus as a shepherd, a symbol of God's persistent and everlasting love.

Within a Catholic school, the inspiration of Jesus must be translated from the 'ideal into the real'. This translation of the Gospel values should be evident and integral to the daily life of the school to promote ways of living that are life enhancing. Each member of the community needs to feel loved by others, just as Jesus' disciples felt loved by Christ. Through this love they may be inspired to love others in return. Pastoral Care encompasses the love shown within the school community and is experienced whenever people of the school interact positively.

Pastoral Care is, in essence, the face of Christ for the whole community. It is given its spirit by trying to become a genuine Christian community of faith energised by Christ's vision of love and compassion. Pastoral Care is part of the evangelical ministry of the Church and is driven by the power of love to transform every member of the school community. The Pastoral Care Policy and its implementation endeavour to respond to the particular needs of each person within this school community.

RATIONALE:

Pastoral Care is an expression of the ethos of the school, especially endorsing gospel values of love, justice, inclusion, reconciliation and respect. Pastoral Care in a Catholic school means enhancing the dignity of each person within a Catholic faith community.

Pastoral Care is a comprehensive concept, which embraces the total life of the school by contributing to the realisation of the gifts within each person and a commitment to the well being of society. It is concerned with maximising learning and growth and developing the beliefs, values, attitudes, knowledge, skills and practices to enable all to become self-directed, contributing members of God's creation. Pastoral Care is developing emphatic relationships so that an atmosphere of care prevails in which each person of the school community is encouraged to reach his/her full potential. The vision of Pastoral Care is to promote wise living and learning about how to be fully human.

DEFINITION

Pastoral care is a reflection of our Christian beliefs. It permeates the life of the school and embraces every person within it. It is the endeavour of each individual within the community (staff, student, parents and the wider community) to care for each person in the school community and foster the building of meaningful personal relationships. Pastoral Care encompasses support, encouragement and tender care of others. It provides an opportunity for each person to grow, to be affirmed in their dignity and realise their true value as a person. Through pastoral care each member of the school community is invited to become more fully human.

PRINCIPLES

1. Pastoral Care is the responsibility of the whole school community. The scope of Pastoral Care embraces a network of relationships and shared dialogue among administrators, children, staff, parents, the school social workers, consultants from the Catholic Education Office, the Non Government Schools Psychology Services and outside agencies and the wider community.
2. Pastoral Care is not problem centred. Pastoral Care should be part of daily life and characterised by a sense of love, kindness and celebration of living.
3. Each person needs to have positive associations with others, including children, staff and parents.
4. The primary expression of Pastoral Care is what is happening on a daily basis in the school community.
5. Pastoral Care has legal implications. Pastoral Care respects the individual's rights, freedom and confidentiality in accordance with the Gospel and the laws of our land.
6. There are be a diverse range of flexible approaches and strategies for all of the school community who have varying needs e.g. people with disabilities, custody disputes, the malnourished, the abused, domestic violence situations, gifted children, grief, illness, learning or emotional needs.
7. Pastoral Care is both implicit and explicit in the way it happens.
8. There is an acceptance of the limits of time, energy, levels of expertise in what actually may be achieved by the school community.

PROCEDURES

The following procedures are both formally/explicitly and informally/implicitly in place at St Munchin's to impart and enhance Pastoral Care for all members within the school community.

1.1. The Whole School Community

Some of the ways in which we impart Pastoral care to the whole community include:

Formal policies and practices:	Informal practices:
<ul style="list-style-type: none">• Enacting the school's Behaviour Management, Harassment and Bullying policies (refer to these policies for further detail)• Referrals and assistance sought from the Non Government Schools Psychology Services and outside agencies as appropriate and required• Living out the school's Evangelisation Plan	<ul style="list-style-type: none">• Opportunities for prayer and reflection, including time to pray for others within the school community during times of need, joy and sorrow, e.g. staff prayer, Friday Rosary, staff Mass, prayer to begin meetings• Informing staff of needs of children and their families

<ul style="list-style-type: none"> • Crisis Management Plan to deal with tragedy in the school 	<ul style="list-style-type: none"> • Caring for families in crisis • Giving practical assistance, e.g. early arrivals, late pick up, lifts home/to school, meals given to families in crisis • Staff support and affirm each other very well • Notice / announcements in newsletters, assemblies, prayer for those in need and to celebrate the accomplishments of those within the community • Children come to know Christ and his teachings so that they can enact them within their lives and their dealings with others • Encourage the development of relationships and involvement within the school community
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1.2. The children

Some of the ways in which we impart Pastoral Care to the children include:

<p>Formal policies and practices:</p> <ul style="list-style-type: none"> • Merit certificates given at assemblies with the names printed in the newsletter. Parents informed prior to assemblies so that they can attend. • Birthday certificates • Alive cards given to children to recognise appropriate, thoughtful behaviour. When 5 ALIVE cards have been received the child is given a certificate at assembly • Organise buddies between classes and children • Positive behaviour management within the school-behavioural expectations and rules based on respect and clearly stated for children • Student Leadership Councils, which gives children responsibility and sense of achievement • Access to the school social worker • Extra library duties to provide children with access to computers for work and enjoyment, to enable children to complete work and play games and to cater for children in the hot weather during the building program • Supervision of students in playground • Adapting curriculum for children with special needs • Provide opportunities for success • Ringing homes when children are absent without notification • The inclusion of non- Catholic children to receive Blessings as part of the Liturgical celebrations and the Sacramental programmes • School student magazine • Opportuniy for children to share news 	<p>Informal practices:</p> <ul style="list-style-type: none"> • Teachers are very approachable • Staff cater for the needs of children • Staff making time to listen and talk- to build relationships • Parent teacher interviews to discuss children’s needs, learning and development • Become aware of students’ emotional needs as early as possible in the school year, e.g. letter home to parents regarding children’s needs • Discuss problems with other staff to seek further advice or enable other staff to be aware of children’s needs • Use incentives – affirmations, stickers, certificates • Homework classes • Sharing and displaying work • Extra Curricular activities • Giving opportunities for children to experience success in as many areas of school life as possible • Learn children’s names as soon as possible in the year. Making name badges, names on desks • Giving opportunities for children to share talents, interests and contribute to the school community • A special effort is made to ensure new children are made to feel welcome - eg class buddy, share in responsibilities
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1.3. The Staff

Some of the ways in which we impart Pastoral Care to the staff include:

<p>Formal policies and practices:</p> <ul style="list-style-type: none"> • Staff get-togethers and celebrations, e.g. morning teas for birthdays, Kindy/Pre-primary morning teas, Christmas, staff drinks, barbeques • Birthday buddies/ morning teas • Staff induction processes • Lunch provided on Professional Development days • Kris Kindle • Time/leave given for personal or family reasons • Staff retreat • Professional Development 	<p>Informal practices:</p> <ul style="list-style-type: none"> ▪ Staff continually help each other, in ways not always seen by other members of the school community ▪ Staff listen to each others' concerns, life situation, ideas for classroom, encouragement, ready to help ▪ Staff pray for others within the school community during times of need, joy and sorrow • Staff encouraged to know and live out the school vision
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1.4. The Parents

Some of the ways in which we impart Pastoral Care to the parents include:

<p>Formal policies and practices:</p> <ul style="list-style-type: none"> ▪ Keeping parents informed of school events and activities, e.g. handbook, newsletter ▪ Parental evenings to enable the knowledge the school need/wishes to be imparted to parents and to build relationships ▪ Thank you morning teas for parent volunteers ▪ Parent volunteers in the classrooms ▪ Inviting parents on excursions and to school events ▪ Access to school social worker, Non Government Schools Psychology Services and outside agencies as appropriate and required ▪ Parent involvement in Sacramental programmes ▪ The inclusion of non-Catholic parents by the invitations to attend Sacramental parent meeting, liturgies and activities ▪ Blessing-Beginning and End of Year Prayer Liturgies 	<p>Informal practices:</p> <ul style="list-style-type: none"> ▪ Food hampers/ meals to parents/ families in need ▪ Encouraging involvement with the Parents and Friends, School Board and Busy Bees ▪ Two way communication –personal interest in families- staff communicate with parents if children are in need ▪ Making personal calls/notes in diary to keep parents informed of issues ▪ Inviting parents to all our religious celebrations, liturgies and assemblies ▪ Principal, Staff availability – always available to talk, easy access to all areas of the school ▪ Making allowances for 'special' circumstances ▪ Teachers being available for parent meetings ▪ Being honest and assertive with the child/ren's best interest at heart ▪ School Fee Concessions
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EVALUATION

Purpose:

- To ascertain the effectiveness of the Pastoral Care policy and the Pastoral Care shown, as well as to identify areas of concern or improvement
- To provide for ongoing planning and improved implementation.

Process

The Pastoral Care committee will review the Pastoral Care needs of the school community as part of its ongoing meetings throughout the year.

The Pastoral Care policy and its implementation will be reviewed annually, during the review of the school annual plans, and the Evangelisation Plan. A full review of the Pastoral Care Policy will take place in 2007.

St Munchin's Catholic School

Pastoral Care 2004 Focus

The Principles and procedures of the Pastoral Care Policy will be enacted and implemented consistently within the school on an ongoing basis.

To deepen and develop the pastoral care that is experienced and implemented within the school community, the following areas will be a focus during 2004:

1.1. Whole school

- 1.1.1. Extend care given to families in crisis
- 1.1.2. Spread the workload more evenly amongst the staff
- 1.1.3. Pastoral Care box- let people know if they hear of people in need

1.2. Children

- 1.2.1 Form friendship groups for children who are alone.
- 1.2.2. Be aware of children who have no one to play with and who are alone.
- 1.2.3. Encourage and reinforce children to form relationships with children their own age, e.g. rather than the Year 7's playing with Year 1's
- 1.2.4. Focus on students who have special emotional needs, e.g. divorce, death

1.3. Staff

- 1.3.1 Pastoral Care committee established
- 1.3.2 Staff to take ownership of school communal area, pit areas, staff room
- 1.3.3 Staff show care and concern by means of cards and gifts for staff with long-term illness and in times of need

1.4. Parents

- 1.4.1. Continue to be honest, assertive and tactful in communication with the children's best interest at heart
- 1.4.2 More encouragement to participate in parent information workshops, e.g. parenting skills, literacy
- 1.4.3. Getting parents more involved within the school