

# Pastoral Care Policy

## **RATIONALE**

School-based pastoral care refers to the total care of the student. It is a term used to describe both an attitude and a process, and is based upon a belief in the **dignity** of the person. In a school it is expressed through:

1. the spiritual and human growth of a person;
2. the development of quality relationships;
3. the provision of satisfying successful learning experiences;
4. the establishment of an effective care network

## **Statement of Principles on Catholic Schools**

### **Catholic Schools:**

- ~ seek to be welcoming communities which strive to live out the commandment to love one another;
- ~ share a common vision for education based on healthy, safe, productive and equitable learning environments;
- ~ are committed to the promotion of a culture of positive relations;
- ~ seek to provide relevant curriculum which promotes sound values and challenges damaging behaviours, assumptions and stereotypes;
- ~ advocate, consistent with the law, problem-solving and conflict resolution as the preferred solutions to conflicts within school.

### **To give reality to these principles Catholic Schools promote:**

- ~ student resilience and hope;
- ~ the family as the basic unit of society;
- ~ respect for teachers and teaching;
- ~ the development and maintenance of a school climate which supports positive relationships between students and staff as well as between students;
- ~ teaching and learning programs which affirm the school ethos;
- ~ a strong sense of connectedness that can be recognised through ongoing partnerships with parents and local community groups
- ~ the value of a harmonious, multicultural and pluralist society;
- ~ the social and spiritual development of each student by:
  - o teaching that genuine Christian faith implies commitment to a just and caring society;
  - o developing an ability to critique the dominant culture from a Christian perspective;
  - o demonstrating compassion for the victims of injustice, disaster, violence and disease.

## **Corporal Punishment**

At St Philomena's we expressly prohibit corporal punishment. This applies to all aspects of discipline enforcement at this school.

## **AIMS**

We believe:

- ~ that Jesus Christ is central to our lives. Therefore, the development of each person, with Jesus as model, is an essential aim of St Philomena's School.
- ~ Pastoral care is experienced whenever people of the school community interact with an openness and awareness of the cultural and social context of each community member.
- ~ Pastoral care structures, policies, procedures and practices in a school should help to develop self-discipline based on justice, self-esteem and reconciliation.
- ~ Pastoral care is reciprocal. The manifestation of care is not just a movement from teacher to student and parent/caregiver, but the maintenance of an environment of care in the context of relationships; student, parent/caregiver, community and parish. (See Appendix 5)

## **IMPLEMENTATION**

- 1.0 Staff
- 2.0 Student
- 3.0 Parent/Caregiver
- 4.0 Parish Priest
- 5.0 Administrative and other support agencies

### **1.0 Staff**

At St Philomena's School we strive to create a positive atmosphere whereby the self-esteem of all members of our staff is enhanced. Staff are provided with opportunities for personal insight and professional growth. For example, Inservice Days, Spirituality Retreats.

#### **1.1 Classroom Teachers / Pastoral Teacher**

- ~ Act as a role model, instilling the Christian dimension, which promotes Gospel values in all aspects of school life.
- ~ Provide opportunities for students to relate and express themselves in a fair and just manner.

#### **1.2 Coordinator and Executive**

- ~ Support and relate to students both formally and informally, thus fostering an atmosphere of trust and responsibility.
- ~ Liaise with parents, classroom and pastoral teachers on matters of student welfare.
- ~ Co-operate with and advise teachers on methods of student management and refer students on to the appropriate counsellor or agency.
- ~ Be responsible for the overall pastoral care of students and staff by providing a flexible organisational structure and opportunities, personnel and time resources for staff to develop skills appropriate to their needs.

## **2.0 Students**

At St Philomena's School we value the development of the whole student spiritually, emotionally, physically, intellectually and socially.

## **3.0 Parent / Caregiver**

At St Philomena's School we value parental involvement in the growth and development of our students.

- ~ Maintain communication with the child's teacher.
- ~ Support the Catholic ethos of the school.

## **4.0 Parish Priest**

The Parish Priest is an integral part of St Philomena's School community. The Parish Priest enhances the sacramental life of the school.

- ~ Pastoral care is reciprocated between staff and Parish Priest.
- ~ The Parish Priest is involved in the selection of staff and the continued pastoral care of students and teachers.

## **5.0 The Catholic Schools Office and other support agencies for teachers and students (eg. Centrecare)**

## **EVALUATION OF PASTORAL CARE**

The evaluation of pastoral care is an ongoing process, built into many of the structures and procedures of the school.

- ~ The oral reporting system provides an opportunity for parents to comment and receive feedback on the progress of their children.
- ~ An interim reporting system needs to exist as a means of monitoring those for whom teachers and/or parents express concerns.
- ~ Fortnightly meetings of teachers allow regular input, comment and feedback on student welfare, as well as evaluation of policies and procedure in the school.
- ~ As well as the above there are weekly Executive and Coordinators meetings which act as a means of constant communication between staff at all levels, with the aim of working towards a better school environment for everyone.

## **PASTORAL CARE POLICY ENDNOTES**

### Final Commendation

The pastoral care of all members of St Philomena's community is upper-most in the minds and hearts of every member of the community. Each member of the community is responsible for and to each other member: "The faithful all lived together and owned everything in common" (Acts 2:44). The early Christian community is the model we take in our living in our present-day community. This community remains responsible and in being responsible we answer the question that was asked of Jesus (John 6: 28, 29): "What must we do if we are to do the works that God wants?" Then Jesus gave them this answer: "This is working for God: you must believe in the one he has sent." In taking this work to heart, the Word of God instructs us in the pastoral care of others, in a sense of complete service to each other. "Now you together are Christ's body" (1Cor 12: 27); this is how we are to live in community at St Philomena's, Moree.

The Catholic Schools Office Armidale has engaged Centacare New England North West to provide an Employee Assistance Program to enable you to access qualified and experienced psychologists and counseling staff.

Counselling is conducted by Centacare New England North West on a totally impartial and confidential basis. All information remains private and our name and personal circumstances are not disclosed to CSO staff or anyone else. You may determine with your counselor if any disclosure to your employer or any other person is necessary to help resolve the situation. This disclosure is always with your consent.

If you live or work in an area where there is no Centacare office, it is possible a counsellor may be able to travel to your town or phone conference. On most occasions the service is available to employees after school hours or in your won time during holidays.

Staff can access counseling by approaching the Principal or Centacare directly. Students can access counselling by approaching a teacher or self referral for secondary students.

### **COMPLAINTS AND SUGGESTIONS**

The school follows a grievance policy which is the same as the Catholic Schools Office "Complaints and Suggestion Policy" This policy is available from the Catholic Schools Office website at [www.arm.catholic.edu.au](http://www.arm.catholic.edu.au)

## Appendix 1

### STUDENT GUIDELINES

The following code of conduct is set as a guide for students, parents and staff to follow in order to achieve an effective working environment in an atmosphere of friendly co-operation and security.

As the students develop in age and maturity, greater responsibility and expectations are placed on the students to develop personal and school pride. It is the role of the school to encourage students in this endeavour by creating opportunities for achievement in all areas of school life and recognising achievement and success.

The main process for encouraging and recognising students in our school is through the Merit System in the Primary and Commendation Awards in the Secondary. Parents are encouraged to stay in close contact with their class teacher (primary) or pastoral care teacher (secondary) on any matters that involve the progress of students.

### CODE OF CONDUCT

All students, K-10 are expected to observe the behaviour code as set out in the student guidelines. Systems of recognition exist with in the primary and secondary as a basis for rewarding positive behaviour; keeping with the expectations and values of our school community.

#### *OUTCOMES:*

- 1 To provide teachers with a system whereby they can make decisions in accordance with the discipline procedures by exercising care, concern, common sense, fairness and consistency.
- 2 To have all teachers accept personal responsibility for the maintenance of the discipline procedures.
3. To create a system which is efficient.
4. To encourage and reward commendable behaviour through a system of merit.

This system aims at recognising those things which students do well whether by their own standards or by the standards of the school. It is as much to do with improvement as with achievement of pre-established standards.

Appendix 2

Under review

### THE DEMERIT SYSTEM:

Most students will not be placed on demerit during their time at St. Philomena's because they operate at the appropriate level of self-discipline and co-operate with their teachers and other students.

Inappropriate behaviour will be acknowledged by completing an Incident Report.

For a student to move from level zero to negative level:

- He/she would repeat an offence for which he/she has been previously corrected (common sense should prevail).
- He/ she commits an offence which obviously justifies a lower level.
- A pattern of misbehaviour is discerned from a number of teachers and the student receives more than 3 lunchtime detention slips.

Parents will be notified if a student is placed on a negative or demerit level.

Students who have been placed on a level of negative standing will have their placement reviewed at regular intervals.

Before a student can be placed on a negative level:

- The teacher should have made an attempt to improve the student's behaviour.
- If a minor offence, the student should be given a chance to improve behaviour.

When a student on negative level fails to improve his/her behaviour or repeats the offences, which place him/her on this level, they may be placed on a Demerit Level.

Students who are placed on Demerit Level must attend a meeting with a member of the school executive. This member of the school executive will choose a suitable sanction. Refer to student guidelines.

Parents will be sent a Demerit Level Discipline Code letter and they will be reminded of the rights and responsibilities of students. Parents may be asked to come to the school to discuss the situation with an executive member and the class teacher.

Decisions regarding suspension will be made by the Principal and Assistant Principal in conference with the class teacher, parent and child.

The parents will be informed of the consequences of their child's actions and will be given a summary of all conduct slips, detention referrals, pastoral care log entries and Demerit Level Discipline Reports. Parents will be encouraged to attend a meeting with the Principal and class teacher prior to the child returning.

Students may be referred to outside agencies for support, which may be a condition of continued, or recommencement of their enrolment. The school acknowledges that it may not have the resources to meet the needs of every child.

Teachers employed at St Philomena's are directed to refrain from using any form of punishment, verbal, social or physical which is contrary to the philosophy of this statement.

## **Appendix 3**

### **UNIFORM AND APPEARANCE**

It is expected that students:

- wear the school uniform in full, and in the correct manner;
- have their hair groomed neatly - not extreme in either length or colour, (girls will tie their hair back with blue coloured ribbons or the like);
- have their shorts/skirts/tunics of a reasonable length;
- have their ties knotted correctly and their collar buttons fastened;
- not wear make-up, nail polish, hairspray, and hair stiffening agents;
- not wear jewellery - with the exception of a signet ring and one set of sleepers or studs in the ears for girls.

See appendix 3a (See school uniform: Primary/Secondary)

### **ATTENDANCE AND PUNCTUALITY**

It is expected that students:

- attend school regularly, providing notification from parent/guardian explaining absences;
- whilst travelling on a bus display appropriate behaviour as set out by the bus company and in line with school expectations.
- be punctual in arriving at the start of each day - lessons begin at 8.50am daily in the secondary and at 9.00am in the Primary. Students arriving after the commencement of class times need to sign in at the school office and obtain a late slip and take it to their teacher.
- be punctual to lessons.
- patterns of late arrival and unexplained absences will be followed up by the Assistant Principal.
- a meeting with parents will be convened to discuss such issues.

## USE AND CARE OF CLASSROOMS AND GROUNDS

Students of the School:

- are encouraged to develop a sense of pride and belonging in their school
- are encouraged to keep the school grounds and community areas free from litter;
- are required to keep their own possessions, lockers and their classrooms neat and well organised;
- are not permitted in the classrooms unless a teacher is present;
- are expected to carry out charges in a cheerful and dependable manner;
- are expected to report any damage to school property immediately to a teacher;

Graffiti and acts of vandalism are not acceptable;

- if responsible for damage to property or resources of the school, are expected to provide the necessary costs, or part of, for replacement or repair of such property or resources;
- must be respectful of the property of others;
- are not to bring items of value or excessive amounts of money to school.

## USE OF DRUGS

In accordance with the St Philomena's School Drug Policy, Students:

- Are encouraged to live healthy lives - smoking, and the use of alcohol or illicit drugs are not permitted and appropriate sanctions are imposed if students carry out these activities whilst at the School, representing the school or attending a school function.
- Students requiring prescription medication are required to store their medication at the school office. A dispensing log is located in the office.

## **SANCTIONS**

When students behave in a manner which is inconsistent with the expectations of the school, it may be necessary, for their own development to impose sanctions, within the structures of the Demerit System.

In general, the procedure for managing student's behaviour is as follows:

- All teachers are responsible for the management of students in their class or in the playground
- If necessary, class teachers will be informed of instances of poor behaviour or consistent problems through the use of a conduct notice.
- The class teacher will contact parents as it is deemed necessary.
- Students may be detained at lunchtime or after school hours, including weekends for instances of time-wasting, distraction of others, non-completion of homework or breaches of the school's expectations.
- In the event of a student being detained on a regular basis, a member of the school executive will contact parents.
- Class teachers have responsibility for any further sanctions, in liaison with the Assistant Principal or the Principal, depending upon the severity of the breach of expectations.

The Principal accepts that in certain instances the school may not meet the needs of a particular student and in the best interest of both the individual and the school community enrolment may be withdrawn.

## **SUSPENSION AND EXPULSION OF STUDENTS.**

The school follows the procedures and policies of the Catholic Schools Office, Armidale in this area. These policies can be found at the CSO website [www.arm.catholic.edu.au](http://www.arm.catholic.edu.au) under "Suspension, Expulsion of Students Policy."

## Appendix 3A

### SCHOOL UNIFORM

#### PRIMARY

- Summer – Girls: Blue checked dress with collar, blue tie ribbon, school socks and black shoes, school hat. Navy shorts & blue checked top are an optional alternative.
- Summer – Boys: Blue shirt, grey shorts, school socks, black shoes and school hat.
- Winter – Girls: Blue shirt worn under blue pinafore, school tie - blue and gold. Navy stockings or school socks with black leather shoes. Navy school jumper with school emblem. Cardigans also available with school emblem. Navy trousers are also available and school hat.
- Winter – Boys: Blue shirt, grey trousers, and school tie, (blue and gold). Navy school jumper with school emblem. Cardigans also available with school emblem. School socks, black leather shoes and school hat.
- Sports Uniform: Red polo top shirt with school emblem, navy blue shorts (skirts are an option for girls), white socks and sandshoes, navy blue tracksuit bottoms - double knee style, school jumper acts as tracksuit top and school hat. School swimwear and rash vests optional. No Bikinis.
- School hat: Navy wide brimmed hat with school emblem. School hats, socks, ties and school polo shirts are available from the School Uniform Shop. ***No hat, no play.***
- Coat: Navy "Stockrider" Japara all-weather coat.

#### SECONDARY

- Summer - Girls: School checked poly/cotton dress, mid calf length, navy ankle socks with gold/ blue trim, black lace up college shoes, navy hair accessories only, school hat.
- Summer - Boys: Dark Khaki tailored shorts longer length, white long sleeve shirt, brown plaited leather belt, navy ankle socks with gold/blue trim, black lace up leather shoes, school hat.
- Winter - Girls: Tartan skirt mid calf length, white blouse, tartan neck ribbon, navy school woollen jumper with emblem/gold trim, navy stockings, black lace up leather shoes, school hat.
- Winter - Boys: Dark Khaki tailored trousers, white long sleeve shirt, navy school anchor tie, brown plaited leather belt with twin-ringer brass buckle, navy school woollen jumper with school emblem/ gold trim, navy ankle socks with blue/gold trim, black lace up leather shoes, school hat.
- Sports Uniform: Red polo shirt with striped collar and emblem. **Girls:** Navy blue sport skirt or navy shorts. **Boys:** Navy cotton rugby shorts. **Boys & Girls:** school cap, white socks with navy/red/gold trim, white track shoes. School swimwear and rash vests optional. No Bikinis.
- Winter Additions: Rugby jersey, navy track pants, school football socks.
- Hats: **Girls:** Panama Hat with school band. **Boys:** Fur Felt Hat with school band.
- Caps: The School cap is only to be worn with the Sports Uniform.
- Coat: Navy "Stockrider" Japara all-weather coat.

## **Appendix 4**

### **A STUDENT'S NOTES AND APPROACH TO BULLYING**

At St Philomena's we have an expectation that everyone is treated with respect and dignity.

We will NOT tolerate bullying.

We CAN do something about it.

At St Philomena's we have an expectation that everyone will be treated with respect.

#### **Rights**

Everyone should feel safe and valued at St Philomena's.

#### **Responsibilities**

It is everyone's responsibility to ensure that this happens.

Our school bases its community on the 4C's

- ~ courtesy
- ~ consideration and
- ~ cooperation
- ~ christian attitude

We consider that these values are important for us to have a CARING community.

Any form of behaviour that goes against these values is totally against our school rules and in some cases may contravene State laws.

When we feel angry, embarrassed, frightened, humiliated or uncomfortable as a result of someone's deliberately hurtful actions or words, it affects our self confidence, if it persists we find it hard to concentrate on our work, to enjoy going to school and to keep good relationships with others.

#### **TO STOP BULLYING IS IMPORTANT**

In schools, bullying occurs when:

- ~ A student bullies another student
- ~ An adult bullies a student
- ~ A student bullies an adult
- ~ An adult bullies another adult

#### **CARING PEOPLE DO SOMETHING**

#### **WHAT IS BULLYING?**

Bullying is the willful, conscious desire to hurt, threaten, intimidate or embarrass someone.

When a person:

- ~ is hit, punched, jostled or pushed around
- ~ is called hurtful, abusive or offensive names
- ~ is threatened
- ~ is sexually harassed

- ~ is a victim of abusive or obscene language
- ~ is ridiculed about their appearance or abilities
- ~ is teased repeatedly in a nasty manner
- ~ is singled out for unfair treatment
- ~ has rumours spread about them
- ~ has repeated offensive gestures made to them
- ~ has graffiti written about them
- ~ is deliberately excluded

### **THEN HE OR SHE IS BEING BULLIED!**

### **SAY NO TO BULLYING**

### **EVERYONE HAS RIGHTS**

- ~ You have the right to feel safe and comfortable at school
- ~ It is your right to travel to and from school feeling safe
- ~ It is your right to learn and no-one has the right to stop others from learning.

### **YOU CAN'T SIT ON THE FENCE!**

**IF YOU ARE NOT BEING BULLIES, BUT YOU ARE AWARE OF OTHERS WHO ARE..... YOU CAN DO SOMETHING ABOUT IT IF YOU REALLY CARE AND WANT TO HELP PROTECT OTHERS.**

### **YOU CAN CONTROL WHAT HAPPENS**

Don't retaliate either physically or verbally. Simply knowing that you can do something about it makes a difference.

### **SO WHAT CAN YOU DO**

1. The most important thing to remember is that if you or someone else is being bullied, **Tell Someone** – this is **Reporting Abuse**, not dobbing.
  - ~ Ignore it. Show that it doesn't upset you. The bully is then not encouraged and may stop.
  - ~ Confront the person bullying you. Tell them that the actions are unwanted or illegal. Remind them that the school has a policy against bullying.
  - ~ Talk it over openly with your friends, parents or colleagues. They can help you make a decision.
  - ~ Talk it over with an older student – a Senior Leader, or an older brother or sister.
2. Report the matter to a pastoral teacher, class teacher, parent or any member of the School Administration. It is important that you allow them to take action to stop the bullying.

### **BULLYING WILL NOT BE TOLERATED AT ST PHILOMENA'S**

### **OUTCOMES**

- ~ The school will deal seriously with those who retaliate against a person for reporting bullying.
- ~ All incidents will be dealt with.
- ~ Consequences for bullying will include counselling and consultation with home and may result in suspensions and forfeiting the right to remain at the school if it is not addressed.

## **WE WILL NOT TOLERATE BULLYING AT ST PHILOMENA'S**

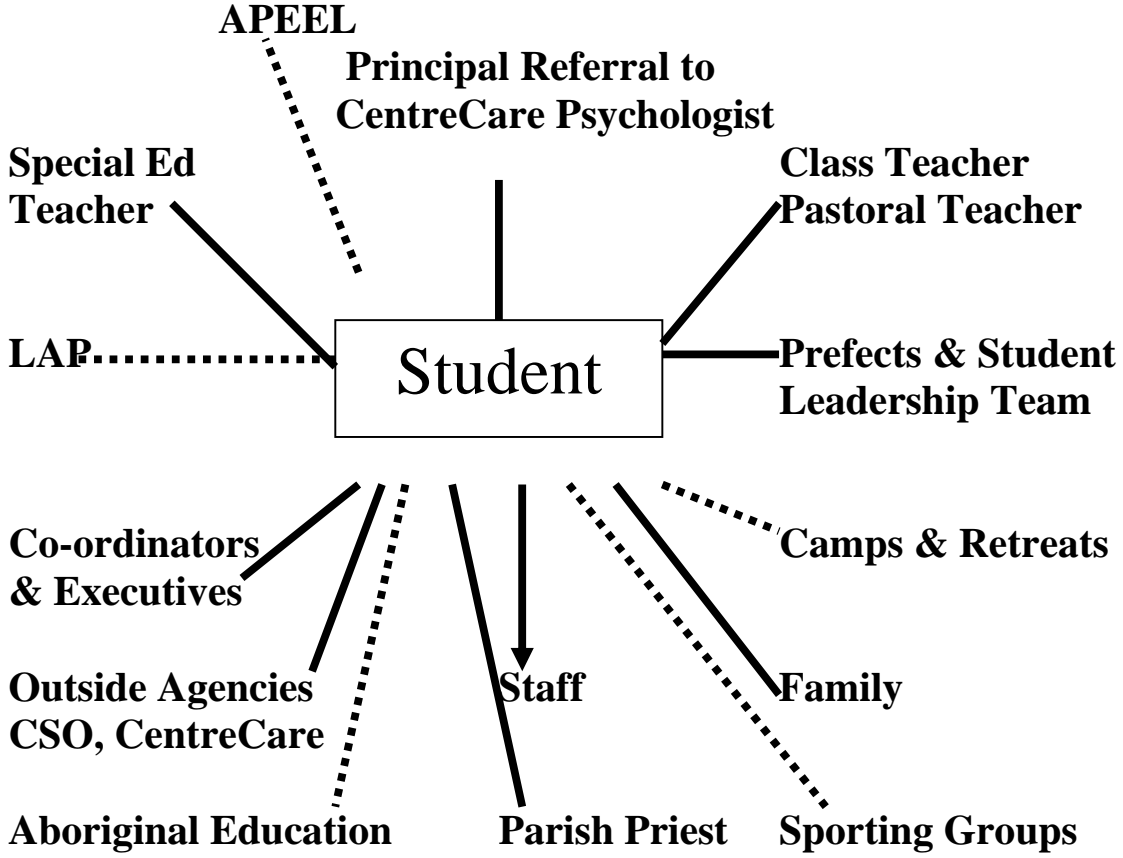
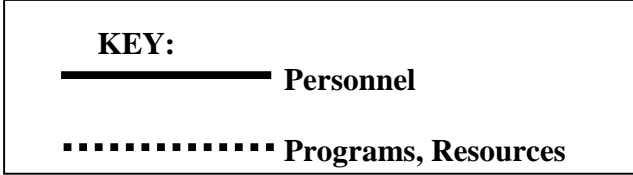
### **Remember.....**

It is right for you to tell someone if you are being bullied or if your friends are.

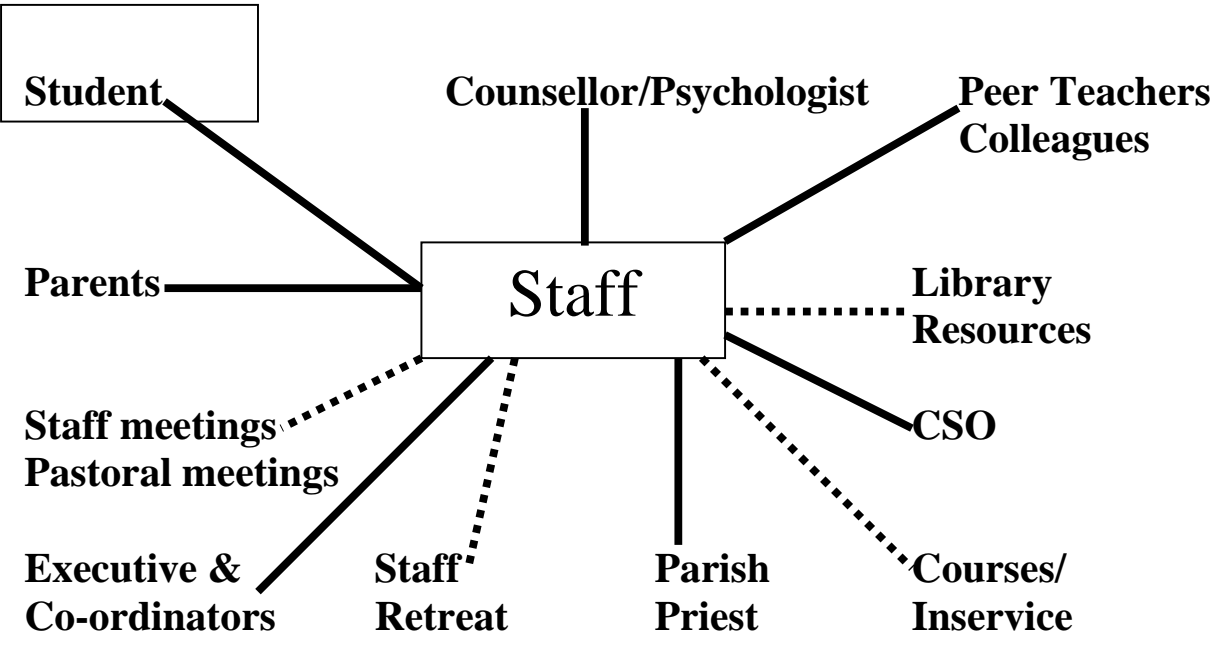
Everyone has the right to feel safe, all the time.

Appendix 5A

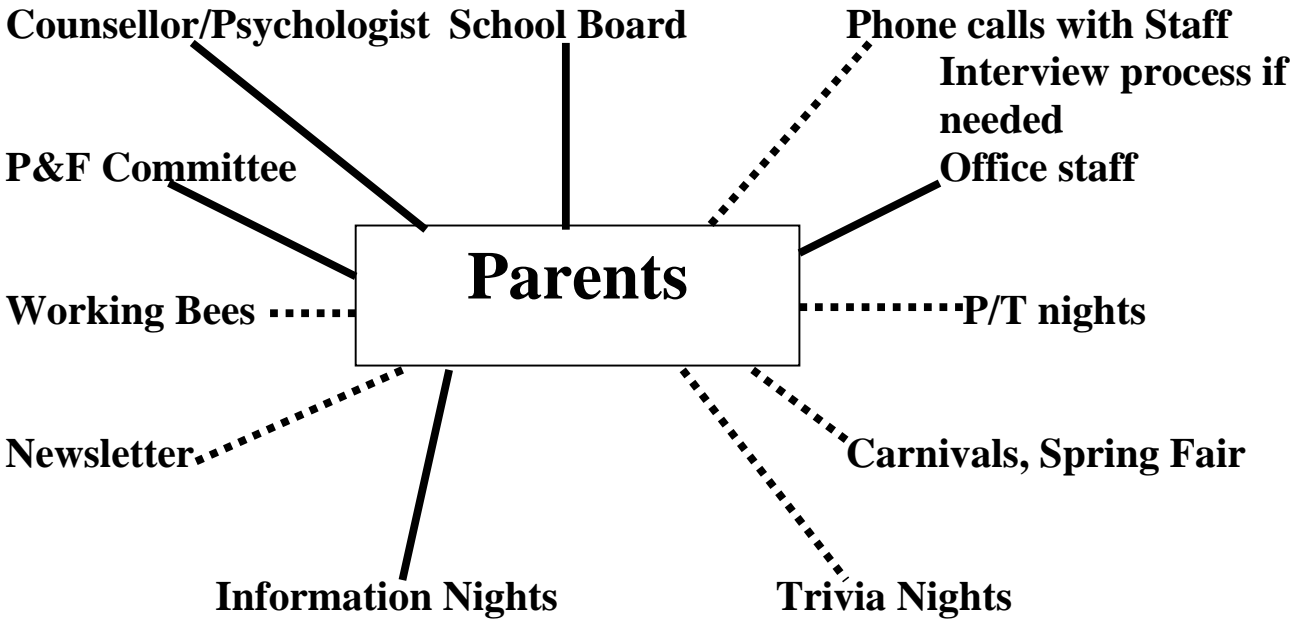
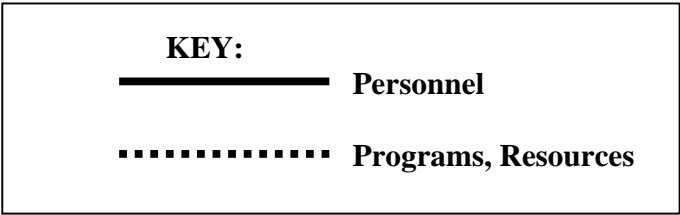
PASTORAL CARE NETWORK



Appendix 5B



Appendix 5C



**Appendix 6**

**Pastoral Care Flowchart**

