



## St Thomas More Catholic Primary School

# PASTORAL CARE PROCEDURES

*Source of Authority – Executive Directive – Students Safety, Wellbeing and Behaviour*

## RATIONALE

Pastoral Care at St Thomas More Catholic Primary School means enhancing the dignity of each person within the Catholic Faith community of St Thomas More. It is informed by and given its spirit by the school's place as a part of the evangelical ministry of the Church. The Catholic school is in essence the face of Christ for its whole community and its pastoral role needs to infuse every aspect of its operation and its relationships.

The Pastoral Care Procedures at St Thomas More reflect every aspect of our school community and its relationships. It is implicit in our understanding of faith and what it means to our diverse community. Pastoral Care is reflected by the care and concern given to the needs of individuals and the building of quality relationships among the whole school community based on respect, acceptance, trust and hope. It is also reflected in learning experiences, which aim to develop self-discipline, responsibility and leadership among our students. Finally, our Pastoral Care Procedures aims to build an effective support system for staff, students and parents, which emphasises **crisis support, discipline procedures and effective communication networks**.

## DEFINITIONS

At St Thomas More, pastoral care is the integration of the academic, social and religious dimensions of a school's energy so that an atmosphere of care prevails within the school community. Pastoral care is the summation of the school's endeavour to educate. It is integral to the daily life of the school and cannot be restricted to a particular program or curriculum. Pastoral care is a comprehensive concept, which embraces the total life of the school by contributing to the realisation of gifts within each person and a commitment to the wellbeing of society.

## PRINCIPLES

These procedures should be referred in conjunction with CEWA policies and the following school-based procedures:

- Positive Behaviour Management Procedures
- Crisis Management Plan
- Bullying and Harassment Procedures
- Code of Conduct

The function of Pastoral Care in Catholic Schools, is to:

- Provide an environment, curriculum and a set of practices based on the Gospels. Catholic education draws from approaches that understand a school to be a community committed to the students' development as fully integrated people through educational means.
- Enable students to attain the beliefs, values, attitudes, knowledge, skills and practices which will enable them to achieve Christ's vision of the human person. Every Catholic school community's concern will be students' integrated development as Christian men and women as responsible, inner-directed individuals of Christian virtue, capable of free choice and of making value judgements enlightened by a formed Christian consciences.
- Ensure that the care and development of each person takes place within the Catholic faith community. In the school, students should see Christian values actively lived rather than merely spoken of, and experience them in sincere interpersonal relationships.

- Be concerned with the nurturing and well-being of all who impact on the school community. A school's pastoral dimension will show itself in the mutual care and support administrators and staff show towards each other, as well as through the care they all show for their students. From the pastoral dimension of the total school life, students learn their own value and dignity.

## PROCEDURES

The function of Pastoral Care in our Catholic School is to:

1. Provide an environment, a curriculum and a set of practices based on the Gospels;
2. Enable students to attain the beliefs, values, attitudes, knowledge, skills and practices, which will enable them to achieve Christ's vision of the human person;
3. Ensure that the care and development of each person takes place within the Catholic faith community;
4. Be concerned with the nurturing and well-being of all who impact on the school community.

**Elements:** The elements of Pastoral Care at St Thomas More include environment, policy and practice and curriculum.

**Environment:** Examples of the aspects pertaining to the environmental element are as follows:

### Religious Education

- Encourage students to participate in prayer, liturgy, celebrations and participation in the Sacraments.
- Religious Education Units of Work to be taught daily.
- Reflection of values of the Sacraments in school policies and practices e.g. acceptance and forgiveness;
- Traditions of the Church (liturgical calendar, feast days etc.) and Traditions of St Thomas More (St Thomas More Feast Day) to be acknowledged and celebrated.

### Community

- Interpersonal relationships within the school community, for example, staff meetings, parent teacher interviews, school assemblies, administration, and cluster and curriculum meetings will continued to be developed.
- Maintaining strong relationships with parish priest, parish, parent community and past students;
- Develop a greater understanding of other cultural groups and participate in relevant cultural experiences. (NAIDOC Week, Harmony Day)
- Participation in community events. (ANZAC Day)
- Utilize the community services such as referral agencies, medical practitioners or emergency services.
- Awareness and support of those who are alienated, for example, inclusion of those who are not able to afford school fees and offering services of the school Chaplaincy worker for students needing emotional support.

### School Staff

- The leadership team promotes a fair and supportive environment.
- Support for students as they move from one stage of schooling to another.
- Pastoral care of staff, through the development of staff, prayer and professional development and liturgies.
- Respect each other as professionals with individual talents and gifts.
- Be a positive and progressive community focused on what is good about our school and always striving to further improve.
- Displaying confidentiality, loyalty and acceptance, which are essential qualities in building a community with a high level of trust.
- New staff members to be welcomed and led through a process of induction to make their transition into the community a smooth and supportive one.
- Regularly communicate and consult with parents regarding the individual development of students.
- All staff to be trained in Mandatory Reporting and the Child Safe Framework.
- Providing the opportunity for counselling for staff and their family members who have issues through the CEWA Access program.
- All curriculum and procedure development involves consultation, participation and ownership of each document; all school staff are inducted on the school's Pastoral Care Procedures and practices.

## Students

The students are the very reason for the existence of St Thomas More Catholic Primary School and their holistic development, as a human person created in the image and likeness of God is the paramount concern of the school community. The school will aim to help children develop as confident individuals, secure in their own personalities and able to cope academically to the best of their ability.

- Children are encouraged to rejoice in themselves and celebrate life with one another.
- Develop skills to allow them to develop positive interpersonal relationships.
- Provision is made for students with specific talents and abilities and giving them the opportunity to be recognised and have these strengths further developed.
- Provision is made for students requiring extra support with their learning or development of other skills (such as social skills).
- Positive and respectful behaviours are encouraged through the Positive Behaviour Policy, Helping Students Be Safe document and the Code of Conduct.
- Will be taught Protective Behaviours through the Keeping Safe curriculum.
- Students who are experiencing personal crisis to be referred to the Principal for further support.

## Curriculum

Curriculum is the total, school directed experience of students during schooling.

The St Thomas More curriculum caters for a variety of student needs and abilities in a Catholic school setting:

The following aspects of the Curriculum are considered:

- Consideration of the needs of all students. For example; differentiating the curriculum, buddy system and peer tutoring
- Provision of adaptable and flexible curriculum involving the use of the Western Australian Curriculum
- Appropriate methods of assessment, evaluation and reporting
- A curriculum informed by the Principles of Catholic Social justice teachings
- Acquisition of concepts, development of life skills, examination of attitudes and an exploration of their beliefs and values

Pastoral Care at St Thomas More Catholic Primary School		
Students	Staff	Parents
Modified/Differentiated curriculum Acknowledgement of birthdays Peer Support Program Achievements acknowledged at assemblies or through the newsletter Distribution of Certificates Graduation ceremonies Year Six Leadership Classroom Incentives Positive Behaviour Policy External services provision eg OT, Speech, Tutoring, Music, Therapy Agencies eg Austism Association	Induction Program Faith, Story and Witness Mentoring Program Appraisal Process Communication procedures are in place Staff Prayer Staff Masses Staff celebrations Social events Provision of Professional Development opportunities Counselling Services Availability of services of our School Chaplaincy Worker and Parish Priest Acknowledgement of times of difficulty/joy (weddings, babies, death)	Morning teas Invitations to Masses, liturgies and assemblies Parent nights Updates in newsletter P & F Social events Interviews with staff School Website and App Invitation to school events Phonecalls/emails to check in