



## ST THOMAS' PRIMARY SCHOOL

### PASTORAL CARE POLICY 2010-2018

Reviewed: 2017

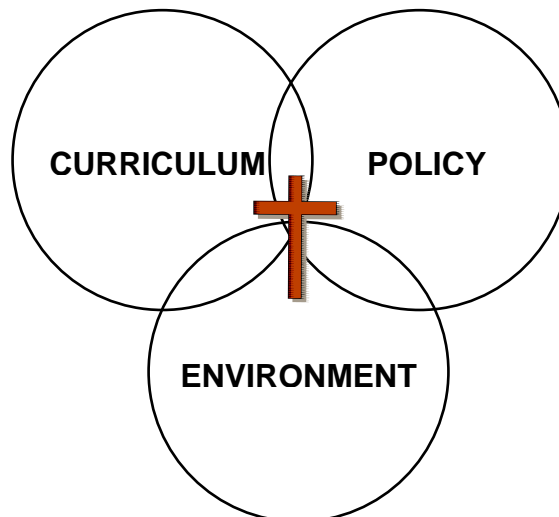
Pastoral Care in St Thomas' Catholic Primary School means enhancing the dignity of each person within our Catholic faith community. It is concerned with maximising learning and growth and developing the beliefs, values, attitudes, knowledge, skills and practices to enable all to become inner-directed, contributing members of God's creation.

#### Principles

The function of pastoral care at St Thomas' is to:

- provide a productive learning environment through collaboration that maximises learning and spiritual growth
- 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 to their full potential
- promote a community where care, concern and respect are actively lived
- acknowledge that all personnel at St Thomas' are leaders, concerned with the nurturing and well-being of all who impact on the school community

#### PASTORAL CARE MODEL



**The Religious Dimension of the Catholic school infuses all aspects of school life.  
The full dignity of the human person is enhanced when all the elements are interlinked.**

## 1. ENVIRONMENT

At St Thomas' we give witness to our life of faith by:

- Celebrating paraliturgies, masses, staff and school prayers, sacramental programmes and celebrations of St Thomas' Day and Presentation Day.
- Demonstrating sacramental values in all our school policies and practices.
- Recognising and celebrating special feast days, celebrating Easter and Christmas.
- Conducting an Easter Reflection.
- Conducting an end of year Christmas assembly.
- Celebrating Harmony Week with Multicultural Day, with an indigenous focus.
- Celebrating Catholic Education Week.
- Acknowledging birthdays – staff and students.

At St Thomas' we take an active role in our community by:

- Inviting and encouraging regular visits from the Parish Priests
- Contributing to annual giving mission plans, such as Project Compassion and Catholic Mission, Lifelink, St Vincent's Christmas appeal, Romily House. Nurturing Parish/School/Community relations, encouraging regular involvement of the P & F, the School Board and the Parish in school activities.
- Providing singing performances for community groups
- Outreach to Romily House
- Inviting Parents and Staff to our Annual School Community Meeting in November of each year.

At St Thomas' our Administration Team works together to help foster a supportive working environment by:

- Having a shared leadership model: leadership team, learning area co-ordinators and various committees.
- Providing support for students through transition programmes, behaviour and discipline policies.
- Providing Pastoral Care for staff through making a commitment to knowing one another and providing opportunities for spiritual growth for each staff member. We maintain the belief that we are all children of God. Care of the staff releases caring energy for the children.

## 2. POLICY AND PRACTICE

The policies and practices that a school employs should enhance the dignity of the human person.

### Students

- Student Behaviour Management Policy (which includes dealing with bullying issues)
- Dealing with Bullying and Harassment Policy
- Excursions policy
- Buddy System
- Use and regular updating of attendance registers
- Assemblies and awards, Student Leader Awards

### **Administration**

- Student Leaders and Year 6 Leadership ministries
- Induction of new staff members
- Parent teacher information evenings
- Buddy systems throughout the school
- Staff procedures—updated annually
- Staff policy file—updated annually
- Staff social committee
- Supportive staff networks
- Collaborative learning
- Evangelisation policy
- Student Management Policy
- Uniform policy
- Crisis management plan
- Family Crisis Pastoral Care plan
- Enrolment policy
- Camps and excursions policy
- Playground and duty roster
- Accident and first aid management plans
- Harassment Policy

### **School Community**

- Reporting policy
- Collaborative parent/teacher conferences
- Parent teacher meetings
- Parent information sessions
- Use of diaries, edmodo for communication purposes
- Parent Handbook—updated annually
- School Website – updated regularly
- Outreach Pastoral Care Policy (attached)

### **School Personnel**

- Employment in accordance with CEO policy
- Provide ample opportunity for professional development—according to learning area specialisation, school priorities, special needs
- Faith development—provide opportunities for all staff to develop their faith through whole staff retreats as well as other courses
- Develop understanding of pastoral care

## **3 CURRICULUM**

Curriculum is the total, school directed experience of students during schooling. At St Thomas' the curriculum is connected to the principles of Pastoral Care, catering for all students' needs and abilities.

The following aspects of curriculum are considered:

- consideration of the needs of all students
- provision of an adaptable and flexible curriculum
- implementation of the NPP with a focus on Literacy and Numeracy
- appropriate methods of assessment, evaluation and reporting
- a curriculum informed by the Principles of Catholic Social Justice teachings
- acquisition of concepts, the learning of facts, development of life skills, examination of attitudes, and an exploration of beliefs and values

The above aspects of curriculum are considered in the following manner:

- Literacy support
- Enrichment classes
- Early intervention
- Individual Education Programmes
- Standardised testing
- Use of portfolios, reports, two way collaborative conferences, learning journeys
- Full time Pre Primary
- 4 Year old kindergarten, 3 full days per week,
- 3 Year old programme, 2 sessions per week
- Information and Communication Technology
- Instrumental tuition
- Choral singing
- Edudance
- Art
- Physical Education
- Swimming
- Athletics
- Cross-country
- Team sports
- Catholic values taught in the Religious Education units of work to reflect Catholic Social Justice teachings
- Environmental Awareness and responsibilities
- Camp for Year Six children
- Class excursions
- Use of collaborative strategies to promote social skills
- Inclusion of Specialised subjects to enhance school curriculum—LOTE, Art, Performing Arts, PE, Library, Science
- Information and Communication Technology integrated throughout the curriculum
- Assemblies
- Talent quests
- Interschool sporting activities
- Use of sporting trophies and ribbons
- Introduction of Rainbows class programme

Pastoral care at St Thomas' is concerned with enhancing the dignity of the human person within a Catholic faith community.

The principles and elements of this policy will assist our school in developing and refining pastoral care further.

To keep the policy active the principles and elements will be reviewed every 3-4 years.

# OUTREACH PASTORAL CARE POLICY

## Background Information

The St Thomas' Primary School Outreach Pastoral Care Policy was formally established in 1995. The programme was set up to meet a need in the school community. Members of the school community, both staff and parents, felt that it was in the spirit of the school's Christian ethos to provide practical assistance to school families in time of crisis. This assistance might take the form of meals, offering help in transporting children to or from school or other forms. It is important to note that it has always been the custom of the school to help families in need. The establishment of the programme is an acknowledgement and extension of this practice.

## POLICY

The St Thomas' Pastoral Care Policy provides support to families in the school community in times of crisis. The definition of what constitutes a 'crisis' is deliberately left loose and is determined by the school Principal as required.

The Policy operates under the direction of the Principal and a small committee of parents. The Principal is generally the first person to know of a crisis in the school community. The Principal passes the relevant information on to the committee who will organise support accordingly. If a committee member becomes aware of a crisis before the Principal, then that member will consult with the Principal to that the policy can be put into action.

The Policy operates respecting strict confidentiality.