



# PASTORAL CARE GUIDELINES

---

## 1. MISSION AND VALUES

***St. Philomena's School is committed to high-quality Catholic education in a loving family environment.***

Working in partnership with family, parish and community to achieve high levels of learning for all children, our school:

- \***Proclaims** Jesus and lives the Gospel Values
- \***Fosters** the spiritual, academic, emotional, physical and social development of each student.
- \***Implements** a Contemporary Curriculum.
- \***Encourages** children to develop authentic ownership of their learning.

*"Live Justly, Lovingly and Faithfully in Christ"*

St Philomena's was established as a church-school in 1901 by Sisters of Mercy to serve the population of "Milltown", as South Bathurst was called and the existing school is still to be found on Seymour Street. The school relocated to its present location, on Lloyds Road, in 1983.

Saint Philomena, "*daughter of light*" is the Patron and namesake of our school. A young girl, who even after her death continued to serve God through miraculous works. Her message to us today is to listen for and follow the call of God.

St. Philomena is known to be the patron saint of children, the sick and weak, the missions, the poor, priests and their work as well as expectant mothers.

In an ancient catacomb of St Priscilla in Rome, in 1802, the inscription on her tomb read:

*"Peace be with you, Philomena".*

Along with the inscription were four symbols: A lily, for purity; arrows and a lance, for martyrdom and an anchor, an emblem of hope because it resembles a cross but also a symbol of martyrdom.

The underlying and truly amazing thing about St Philomena, as many of her devotees have discovered is that no case, of whatever matter, is too trivial or too unimportant to concern her. St. Philomena, "Wonder Worker", we are truly blessed to have you as the Patron of our school.



Pastoral care expresses the ethos and philosophy of the school. It is experienced whenever people in the school community interact creatively to make positive choices about life.



Pastoral Care is essential for developing a school spirit, which is welcoming and positive and creates a bond among staff, students and parents. Pastoral Care has its inspiration in the image of Jesus as the shepherd, a symbol of God's constant love.

Pastoral Care may be defined as the expression of care in the school community, which brings together diverse academic, social, physical and religious aspects of a school's life. Pastoral Care is love in action and invites members of the school community to make choices about life. Children are encouraged to fulfil their destiny as sons and daughters of God, created in God's likeness.

Pastoral Care is an expression of the philosophy and vision of the school, reflected in the quality of daily relationships. It embraces all facets of the Curriculum and is sustained by values that reverence life and respect the dignity of each person and the contribution they make to the school community.

*"Discipline policies and school rules and sanctions are intended to promote the good order of the community, and as such are positive concepts. They should be aids to the fostering of self-discipline and responsibility so that students progressively grow in their capacity to exercise moral judgement, democratic values and a concern for the common good."*

Pastoral Care of Students in Catholic Schools 2003

## What is Pastoral care?

### *St Philomena's Pastoral Care Guidelines:*

- are based on a deep respect for the dignity and uniqueness of the individual person as we are all made in the image of God (Genesis 1:27)
- Embraces more than the giving of well prepared, thought-provoking and stimulating lessons. It means being concerned for the total wellbeing of students, and with the development of the whole person.
- Is the total care and welfare of students, staff and all others in the school community.
- Is embraced by all staff who are entrusted to look after and care for all members of the school community.
- Embraces the whole gamut of the curriculum and grounds the school's Vision & Mission statement in the quality of daily relationships.
- Recognises the family as the true context of the education process and acknowledges their right to participation.
- Involves a genuine interest in one another, celebrating together, includes rituals such as welcome and farewell.
- Recognises that quality relationships are fundamental to effective learning.

## Pastoral Care at St Philomena's School:

*As a school community, we believe that Pastoral Care:*

- Recognises the life of Jesus Christ as the focus, the source of strength and inspiration and example – ‘*To Live Justly, Lovingly and Faithfully in Christ*’
- Is the climate of care which originates in the attitude of respect, acceptance, understanding, real interest and love which teachers and members of the school community show to the students in the various dimensions of school life.
- Is firmly based on the Gospel Values that underpin the ethos of the school, and correlate the reality as expressed in structures, procedures and practices.
- Is the atmosphere that is generated and encourages the development of the emotional and spiritual well-being of individuals, and the development of effective relationships between students, teachers, clergy and the whole parish community.
- Is developing in children a sense of responsibility that they may gain the competence, confidence and right to participate in the cultural and productive life of the school.
- Reflects what is taught within our Religious Education and Personal Development Programs which focus on teaching and implementing strategies that will guide and promote positive values and attitudes relating to personal relationships and behaviour.

## Key Principles of Pastoral Care

- Everyone in the school is involved in pastoral care.
- Pastoral care is integral to the enterprise of teaching and learning yet with a significant emphasis on the development and recognition of positive behaviours, mutual respect and cooperation that reflect Christian values.
- The scope of pastoral care embraces a network of relationships among administrators, students, staff, parents and the wider community.
- Staff pastoral care is a vital component in the culture of care in the school.
- Resources on pastoral care are to be accessible to the staff.
- Parents are entitled to have a staff member who has continuing contact with their child and who can communicate with them.
- Pastoral care respects the individual's rights and freedoms.
- Pastoral care may be both implicit and explicit in the way it happens.
- Pastoral care is an intentional response to student needs.
- There is an awareness of students with special needs.
- The power of student peers pastoral care is to be utilised.
- As far as possible, pastoral care should be proactive rather than a pattern of reacting to situations which might have been anticipated and acted upon.
- Pastoral care is an expression of the ethos of the school.

## **Dimensions of Pastoral Care**

### **Health and Safety**

All staff, families and children have the right to be safe when they enter St Philomena's. The following policies and procedures have been implemented to ensure a safe and healthy learning environment.

#### **1. Safety**

- WH&S Policy and Committee
- Chemical Safety in Schools Guidelines and staff training
- Visitors Guidelines
- Behaviour Management Guidelines
- Walk Safely to School Day
- Bike Day
- Fire Drills (and evaluation)
- Play Equipment rules
- Playground organisation (sails, the library for a quiet area, oval, nets)
- No Hat, No Play
- Electrical safety audit

#### **2. Students with Additional Needs**

- we work collaboratively in partnership with parents to accommodate, where viable, student engagement in learning
- we take into account recommendations from specialists
- we provide, within our capacity and school context, adjustments for the students to be able to access the physical building and access to the curriculum on the same basis as their cohort
- we provide access to a suite of assessments for identified students, which may include psychometric testing, Occupational Therapy and speech assessments
- a school counselling service is available to identified students and their families
- and we support families with various aspects and inclusion into the NDIS

#### **3. Health**

- Children, staff and parents are aware that St Philomena's has nut-free guidelines.
- Allergy alert notices are located in sickbay, classrooms and canteen.
- Medical alerts are located in sickbay, classrooms, canteen.
- Healthy Canteen
- Crunch & Sip
- Asthma Friendly School
- First Aid / CPR Training at the conclusion of each year.
- Professional Development is completed in Brain Injury, Anaphylaxis,
- Diabetes
- Immunisation
- Animal Welfare Officer
- Personal Development
- Accident Guidelines and report book
- Copies of all medical details to relevant staff

#### **4. Bullying**

- All Staff have access to our Anti-Bullying Guidelines and a process is in place for reports to be dealt with. Our current Behaviour Management Guidelines takes bullying very seriously and children participate in lessons that help give strategies to children to make them more resilient and confident in their own ability to deal with conflict situations.

#### **5. Child Protection**

- All Staff are trained in child protection at the beginning of each year. New staff are trained by the executive within the first week of commencing work. All paid and volunteer workers must complete a Working with Children check and have it verified at the RTA.
- Protective Behaviours in-service and classroom visits.





## **Dimensions of Pastoral Care**

### **Induction and Welcome**

St Philomena's prides itself on having a welcoming and Christian atmosphere. The following processes have been implemented to welcome new and current visitors, parents and children:

#### **1. Children**

- Kindergarten Orientation Day and parent meeting.
- Beginning School Mass.
- Welcome at assembly and in the newsletter.
- Birthday blessing and song
- Year 5 and Kindergarten buddies

#### **2. Parents**

- Personal Welcome from a member of the School Executive and tour of the school.
- Parents' Handbook and interview.
- School & CEDB website
- Opportunities for regular and personal contact with Parish / School / P & F.
- Thank you morning teas.
- Book Week Soup and Slice luncheon
- Parent / Teacher interviews in Term 1
- Access to appropriate information and guidelines, the Annual School Report
- School involvement (Liturgies, Masses, Reading, Canteen, Sport, Special Days)

#### **3. Teachers**

- Parish Commissioning Mass
- Staff Prayer & Reflection Days
- Beginning Teachers induction and mentor(s)
- Welcome at Assembly and in the newsletter.
- Acknowledgement of Birthday.
- Staff breakfast, Dinners and social outings.

#### **4. Casual Teachers**

- Casual Teachers' Folder is maintained and located in the school office.
- Welcome on Staff room whiteboard and at morning assembly.
- Executive to give daily routine and duty roster outline to teachers ensuring that they are aware of school routines. (also in Casual Teachers' Folder)

#### **5. Farewell**

- High School Transition and orientation
- Farewell gift for students and parents who are leaving the school at the end of year Presentation Night.
- Staff and/or P & F functions.
- Blessing at a school assembly.
- Graduation Mass
- Year 6 Graduation Dinner

## **Dimensions of Pastoral Care**

### **School Spirit**

School spirit is seen as extremely important to give children a sense of belonging. Our school prayer and school song (written in 2006 by Fr. Kevin Bates) epitomises our vision and mission values as a school community and these are our focus of each day. School spirit is fostered through the following:

#### **1. Sense of Tradition**

- History of the School (Archives)
- Videos/photo albums /photos stored and archived on CD
- Photo displays
- Sporting records
- Sports House competition
- Trophies
- Honour Boards – Captains, Vice-Captains and Dux
- Use of School Banner
- School badges
- National Anthem & Flag Raising
- School Prayer Motto (and explanation) recited on Monday mornings
- The school song is sung at all school assemblies

#### **2. Interclass Activities**

- Prayer, Liturgies and Masses
- Hymn or Mass practice
- Theme Days
- Assemblies.
- Cultural visits.
- Sporting carnivals
- Representative teams (sport, chess, debating)
- Eisteddfod
- Band
- Discos

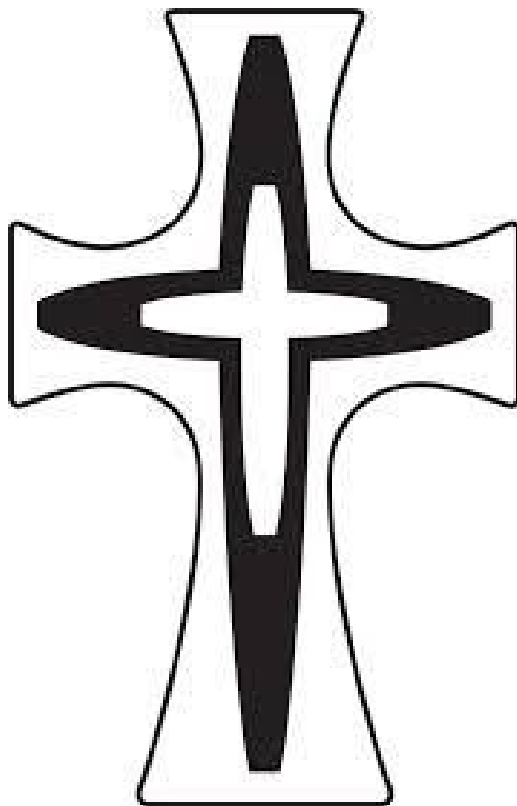
#### **3. Special Events**

- St Philomena's Feast Day.
- Parish Mass
- Sacrament Support Liturgies
- Mother's Day Liturgy and Morning Tea
- Father's Day Liturgy and Breakfast
- Annual School Fete

- Participation in special community events
- Walk to School Day
- Bike Day
- Walkathon
- Anzac Day March
- Schools' Tree Day
- Clean Up Australia Day
- Australia's Biggest Morning Tea
- Principal's Morning Tea (each Semester)
- Graduation

#### **4. Promotion of Mission**

- Masses / Liturgies /Prayer Services
- Daily Prayer
- Staff Prayer
- Retreats (Staff/student)
- Reflection Days
- Sponsor Child
- Mission Collection





## Dimensions of Pastoral Care

### Support Networks

Guided by Gospel values and our school motto to *“Live Justly, Lovingly and Faithfully in Christ”*  
The following networks are implemented within the St. Philomena’s Pastoral Care.

#### 1. Friendship Networks

- Kindergarten / Year 5 buddies - A buddy system between students in Kindergarten and Year 5 occurs. Within this program, Kindergarten students are orientated into the school community. They are supported and encouraged throughout the year through regular contact with their chosen ‘buddy’. This promotes responsibility and leadership for our senior students.
- Peer support (reading, chess)
- Classroom Sociograms
- Matheletics Buddies
- Sports Houses
- Classroom groupings

#### 2. Sense of Belonging

- Uniform
- School Song / Motto
- School Prayer
- Birthday Blessing and song - Birthdays are important to all of us but especially to a young child. It is an occasion that they like to share with school friends. If you wish to send a cake to school for your child’s birthday please let the teacher know in advance. Birthday’s are acknowledged at Monday assemblies. For celebrations that are held outside of school, we would prefer you not send in invitations to be handed out by the children, unless either all children (or all of one gender) are invited. A feeling of being left out for those children who are not invited can be very hurtful and divisive.

#### **School Leaders**

- **Student Representative Council** - A Student Representative Council is elected at the beginning of each term. This encourages responsibility and leadership from the students elected to represent their class at SRC meetings. It also allows all students the opportunity to contribute to the decision-making process of the school. New leaders in Years 1 – 5 are elected at the beginning of each new school term. All contributions are respected and valued.
- **Mini Vinnies** - At St. Philomena’s students are given the opportunity to be involved in Mini Vinnies which is a program of the St Vincent De Paul Society. Mini Vinnies creates awareness among students about issues that exist around them, whether in their own community or beyond. It reinforces the mission of Vinnies and instils in them the opportunity to be compassionate and run simple, yet effective initiatives with their school peers so together they can make a difference Mini Vinnies meet twice per term.
- Young Leaders’ Day
- Christian Living Camp / retreats / reflection days
- **Merit Awards System** Merit and other significant school awards are presented at the School Assembly held on Friday of Weeks; three, six and nine. These awards are to assist

students in developing a wide range of skills, knowledge and attitudes. They can either have an academic or interpersonal focus.

- **Induction** of School Captains, House Captains, SRC, Mini Vinnies & other leadership roles is held at our Opening School Mass at the beginning of each year. The children recite a pledge of leadership and receive their respective badges.

### **3. Loss and Bereavement**

- Sympathy Cards / flowers / newsletter
- Attendance at funerals (staff/student representatives)
- Novenas and other special prayers
- Memorial plaques in School hall and shrub planted in the school garden
- Guard of Honour
- Seasons of Growth / Centrecare

### **4. Referral Procedures**

- Locating suitable personnel
- Identification and Referral Process
- Referral Forms completed
- Knowledge of available agencies

### **5. Parental Outreach**

- Reading & Mathematics Parent helpers
- Canteen
- Fete
- Sports Carnival assistance
- P & F
- Parent Mentor Program
- Christmas Family Appeal

## **Dimensions of Pastoral Care**

### **Student Management**

#### **1. Promoting Self Discipline**

- Pastoral Care Guidelines
- Behaviour Management Guidelines
- Classroom management
- Merit Award System
- Stickers / charts / prize box
- Verbal or written affirmation
- Christian Living Book

#### **2. Justice and Consistency**

- Knowledge of content of School Guidelines(staff, students, parents)
- Record keeping
- Behaviour Management Folder

#### **3. Forgiveness**

- Our Behaviour Management Guidelines (formerly Discipline Policy) links directly with our awards policy. Children are able to still strive for excellence after reprimands and punishment. Our Behaviour Management Guidelines allow for children to improve behaviour and be accountable for their actions.

#### **4. Rights and Responsibilities**

- Children are aware of their rights and responsibilities and they are encouraged to treat others accordingly. Rights and responsibilities are listed in our Behaviour Management Guidelines and these are outlined to the children at the Beginning of Term 1

#### **5. Communication**

- Students
- Staff / Staff meetings / whiteboard
- Parents (verbal / written)
- Newsletter
- Email
- School website
- Skoolbag App
- See-saw App

## **Dimensions of Pastoral Care**

### **Promoting Self Esteem**

*“No act of kindness, no matter how small is ever wasted” - Aesop*

#### **1. Affirmation Strategies**

- Stickers / charts / prize box
- Merit Award System
- Award morning teas
- Class awards at a school assembly
- Class of the Semester
- Access to Principal / Assistant Principal

#### **2. Special Achievement**

- Annual Presentation Night
- Newspaper / Catholic Observer
- Morning Assembly
- Whole School Assembly
- Facebook
- Skoolbag and See-saw Apps

#### **4. Personal Development**

- Cool Calm Kids (Anti Bullying Program)
- Kids Matter Program
- Bounce back Program
- Classroom lessons are based on the units implemented by the Catholic Education Diocese of Bathurst - CEDB

## **Dimensions of Pastoral Care**

### **Catering For Special Needs**

*The World Health Organisation (WHO) states that “Health promoting schools are schools which display, in everything they say and do, support for and commitment to enhancing the emotional, social, physical and moral wellbeing of all members of their school community”*

(Global School Health Initiative, 1999).

#### **1. Emotional and Social**

- Specialist services (Centrecare, counselling services)
- Psychometric Testing
- Seasons of Growth
- Kids Matter Program

#### **2. Learning Difficulties**

- Literacy / Numeracy Aide
- Individual Plan (IP)
- Intensive Reading Program: Pre Lit, Mini Lit & Multilit
- Support Teacher
- Support Class
- Support inservices (CEDB, Community)
- Specialist assistance (Occupational Therapy, Speech Pathology)
- Liaise with pre-school or previous school

#### **3. Gifted and Talented**

- Individual Plan (IP)
- Support Class
- Competitions
- Theme Days
- Special Interest Groups (Chess, Band, Music, Debating)
- Eisteddfod
- CWA Country of Study Competition
- Public Speaking Competitions
- Mighty Minds Muster
- P & F Trivia Night and Talent Night
- Tracking

#### **4. Aboriginal**

- Australian Curriculum – embedded in all KLA areas
- Celebrate Reconciliation Day or NAIDOC Week
- Fly the Aboriginal & Torres Strait Islander flag
- Funding to support children in the classroom with extension or remediation.

## **5. Multicultural**

- Multicultural Days
- Bookweek
- Musica Viva
- School Concert Performances
- CWA Country of Study Competition

## **Dimensions of Pastoral Care**

*All members may be concerned for one another. If one member suffers, all members suffer: if one member is honoured, all members share this joy. You then are the body of Christ.*  
(1 Corinthians 12:25-27)

### **Staff Welfare**

#### **1. Affirmation**

- Staff meeting / newsletter thank you
- Staff breakfast / morning tea / lunch / dinner
- Letter / card / gift

#### **2. Conflict Resolution**

- Grievance Procedures
- Staff / general / special meetings

#### **3. Celebrations**

- Staff Social Committee
- Birthday card and cake/movie ticket

#### **4. Role Clarity**

- Publish roles/ Drive
- Staff Responsibility List
- Whiteboard
- Set goals

#### **5. Shared Decision Making**

- Staff Meetings
- Grade / Stage consultation
- Professional Learning Teams – PLT's



## **6. Staff Spirituality**

- Staff Prayer
- Commissioning Mass
- School / Parish Masses
- Retreat / Reflection Days
- Professional Development (Scripture, Music)
- Spiritual Reading resources

## **7. Communication**

- Staff Meetings
- Corporate Email
- Memos
- Whiteboard
- Stage Meetings
- Verbal
- Staffroom Electronic Screen

## **8. Professional Development**

- Goal setting
- Planned
- Resourced
- Knowledge of availability

## **9. Teachers' Rights**

- Access to CEO Policies and Documents Manual
- Access to all Award documents

*“The more the members of the educational community develop a real willingness to collaborate among themselves, the more fruitful their work will be.”*

The Religious Dimension of Education in a Catholic School, n39

## **Dimensions of Pastoral Care**

### **Student Leadership**

#### **1. Selection**

- Student / Staff / Parent knowledge of procedure
- Nominations from Year Five.
- Election speeches to the whole school

#### **2. Leadership Roles**

- Chairing assemblies
- Greeting guests
- Thanking visitors
- Representing school at special events
- Assisting with selection of Class of the Week
- Man Sports Cupboard
- Student Representative Council meetings

#### **3. Commissioning**

- Announced at Presentation Night
- Commissioned at Induction Liturgy or Mass
- Term 2, 3 and 4 Student Council Representatives announced at School Assembly
- Inviting parents
- 'Badging' special roles (SRC, Mini Vinnies)

#### **4. Training**

- Training / reflection days / retreat
- National Young Leaders' Day
- Student Representative Council meetings

## Dimensions of Pastoral Care

*“We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.”*

Mother Teresa

### Community Outreach

#### 1. Charitable Works

- 2BS Christmas Appeal
- St Vincent de Paul collection
- Jump Rope for Heart
- Australia’s Biggest Morning Tea
- Aged Care homes visits
- Sponsoring of an overseas student (Feri, Adhim)
- Project Compassion & Caritas
- Mission Week/Month fundraising

#### 2. Community Involvement

- ANZAC March
- CWA Competition
- Bathurst Show entries
- Eisteddfod
- Colouring in competitions
- Civic celebrations (eg Proclamation Day)
- Community sponsored competitions (Legacy, Apex)
- Excursions
- Inter-school competitions (Chess, Debating, Sport)
- Visits to St Catherine’s and St Anne’s Aged Care - A significant feature of the St Philomena’s Primary School Pastoral Care Program is its celebration of Senior Citizen’s every year. Students go into the wider community to visit and entertain residents of St. Catherine’s & Macquarie Care Nursing home. We welcome senior members of the community to enjoy liturgical celebrations.

#### 3. Parish Sacraments

- Staff preparation of Non-Catholic-School candidates
- Attendance at Information / Practice Nights
- Staff attendance at Planning / Evaluation Meetings
- Reflection Days / Christian Living Camp

#### **4. Parish Links**

- Parish Mass
- Acknowledge and Celebrate Our Lady of Mercy Feast Day – 24<sup>th</sup> September
- Sisters of Mercy visit the school and classrooms
- Grandparents Day - 24 July Mass and school activities
- Church ministries (altar serving, music, Ministers of the Word, Ministers of Communion)
- Special Parish celebrations eg World Youth Day
- School liturgy prior to Sacraments

#### **5. Family Acknowledgement**

- Birth of siblings
- Sympathy
- Prayers of support or encouragement

#### **6. Professional Mentoring**

- Pre-Service teachers for practicums
- Work Experience students
- Human Movement students (CSU or TAFE)



## **Dimensions of Pastoral Care**

### **Spiritual Environments**

#### **1. Prayer**

- Whole school
- Classroom
- Staff
- Hymn practice

#### **2. Liturgies**

- School
- Stages
- Class

#### **3. Prayer Focus**

- Classrooms
- School Foyer
- Liturgies
- Sacramental Displays

#### **4. Retreats / Reflection Days**

- Sacramental Preparation
- Whole School / Class
- Staff

#### **5. Access to Parish Priest**

- Chaplain

#### **6. Religious Images**

Statues

Cross

Crucifixes

Mary Prayer Bags

Rosary Beads

‘Mary’ Garden

Pictures and graphics – Stations of the Cross

Nativity Scenes

Jesse Tree

Advent Wreath

***Discretionary Basis***

*The Principal has the right of discretion to make provision for departure from the guidelines or the application of the guidelines in the event of unforeseen and exceptional circumstances.*

Review date

Date of Implementation	Feb 2013
Date of Last Review	Feb 2018
Date of Next Review	Feb 2020