



St Ursula's College

K I N G S G R O V E

PASTORAL CARE POLICY

Philosophy

St Ursula's College is an authentic Catholic school founded on the person of *Jesus Christ*. It reflects the Gospel teachings, especially in relation to faith, hope, love, forgiveness, justice and freedom. It is bounded by traditions and symbols that promote the Ursuline philosophy of education, which is based on the vision of *St Angela Merici* who encouraged *a knowledge and love of each student* and a *deep respect for the dignity of every person*.

The College Pastoral Care structure translates the words of the Mission statement into the daily lives of all people connected to the community. It is characterised by a faith community which is built on a network of strong relationships that are underpinned by Gospel Values, and where teachers and students show genuine care and interest in each other.

Pastoral Care is grounded in the uniqueness of the individual person created in the image of God and reflects the College Mission Statement which values the development of the whole person. We recognise and value the rich diversity of culture which exists within our community, supported by the College rules and the ethics of this Catholic Community. Our aim is to empower young women to develop expertise in the widest possible range of knowledge and skills through their life-long journey.

Rationale

Quality Pastoral Care is central to the Mission and Vision of the St Ursula's College community, as it has a vital role to play in the development of the whole person intellectually, socially, physically, spiritually and emotionally. This is brought about through a participatory style of caring that creates a positive harmonious climate characterised by reconciliation, compassion, love, justice, acceptance, hospitality, generosity and good humour.

The Pastoral Care structure encourages relationships built on respect, communication and an approach to student management that promotes the dignity of the person. The structure enables each student to be cared for as an individual, and places an emphasis on affirming the good qualities of each student and encouraging them to grow and assume responsibility for their own personal development.

To support and enhance the pastoral structure, we believe that it is the responsibility of all staff members to contribute in appropriate ways, according to their roles and responsibilities, and to provide support and affirmation to all students while they are members of the community.

Statement of Purpose

At St Ursula's College we aim to:

- recognise each individual as a unique person created in God's image
- develop programs and procedures in accordance with CEO Sydney "Pastoral Care of students in Catholic Schools" document
- develop quality relationships built on respect
- provide quality learning experiences
- establish an effective network of care
- provide a sense of belonging and hope for the future
- provide a climate of affirmation that encourages students and staff
- provide opportunities for students to realise and use their unique talents
- provide a safe and nurturing environment
- establish student management procedures which will help students value themselves and to experience well being
- foster an environment where individual rights and responsibilities can be acknowledged and respected.
- design and implement a Pastoral Care program which aims at developing each person to their potential: spiritually, intellectually, emotionally and socially
- foster communication with the wider community, especially parents, local parishes, ex-students and business
- encourage and celebrate

1. Structures

- 1.1. **The Pastoral Leadership Team** consists of the Principal, Assistant Principal, Pastoral Care Coordinator, Year Coordinators and College Counsellor. The purpose of this group is to address issues related to the pastoral care of students. This is achieved by ensuring consistency across the year levels regarding the College's expectations and by working collaboratively to ensure key events and activities are appropriately and effectively organised.
- 1.2. **The Principal and Assistant Principal** attend regular meetings with the Pastoral Care Coordinator and Year Coordinators to ensure implementation of College policies. Students are referred to them by Pastoral or Year Coordinator if more assistance is required. They assume overall responsibility for Pastoral Care in College and are involved in all the decision making processes concerning the future of students.
- 1.3. **The Pastoral Care Coordinator** is a member of the College Executive and is responsible for the College's Pastoral Care program. The Coordinator facilitates the pastoral life of the College, provides leadership in pastoral issues and is the key point of reference for pastoral and welfare concerns.

- 1.4. **The Year Coordinator** is responsible for the overall coordination of their Year group team and the welfare and management of the students in their Year.
- 1.5. **The Pastoral Care Teacher** assists the Year Coordinator with the organisation and management of the Year Group activities and events. The Pastoral Care teacher is responsible for the effective conduct of their Pastoral class and for the nurturing and care of each student. The Pastoral Care teacher is the first point of contact between home and school.
- 1.6. **The College Counsellor** is professionally trained and is responsible for giving professional counselling and guidance to students with particular social and emotional needs and to liaise with Pastoral Leadership Team.
- 1.7. **The Student Services Officer** is a member of the support staff and is responsible for managing the Student Services desk and assisting the staff members with administrative tasks. The Student Services officer also has a vital role in phone communication with families.

2. Structures and Procedure

- 2.1. Pastoral Care Year Teams are established at each year level and led by a Year Coordinator.
- 2.2. Pastoral teams meet on a regular basis to develop and refine Pastoral Care programs which are based on the identified needs of the students.
- 2.3. In accordance with the Sydney Catholic Education Office “Pastoral Care of Students in Catholic Schools” policy the “Pastoral programs represent a specific and planned means of helping students to value themselves and experience well being” and are implemented over the whole year.
- 2.4. The Pastoral Care program is structured horizontally to meet the specific needs of students at each year level and is implemented over the whole year.
- 2.5. Pastoral Care classes have one pastoral teacher to a ratio of approximately 20 students.
- 2.6. Discipline guidelines emphasise positive and affirmative actions and are based on Restorative Justice Practices.

3. Provisions

- 3.1. The formal Pastoral Care program includes activities on self esteem, safe behaviours, anti-bullying, study skills, career advice, mental health issues, social justice, assemblies, and camps
- 3.2. The student leadership program allows students to develop their leadership talents and potential.
- 3.3. The Big Sister/Little Sister program gives seniors added responsibility, promotes leadership and aids the Year 6-7 transition program.

- 3.4. The Student Management Policy aims to develop a high degree of self discipline and self respect that allows students to maximise their potential.
- 3.5. The partnership with parents permits both informal and formal connections through activities such as Parent Teacher meetings, College Masses, St Ursula's Parents in Action meetings, Information evenings
- 3.6. The Induction Program for staff and students ensures that all members of the community are made to feel welcome and at ease in their new environment.
- 3.7. Staff are made aware of their responsibilities with respect to Pastoral Care as detailed in the – Staff Handbook – Student Management Policy – Student College Diary.

This policy:

is Endorsed by: College Executive

is available on: www.stursulakingsgrove.catholic.edu.au

Management responsibility: Pastoral Care Coordinator

has been distributed to: All Staff

is referenced in: The Student Diary

Policy Created : August 2009

Date for review: As necessary

REFERENCES

- Sydney CEO Policy Pastoral Care of Students Towards 2010 – 1.1, 1.2, 2.1, 2.3, 3.2, 6.11, 6.3
- Sydney CEO Document “Pastoral Care of students in Catholic Schools” 2003
- Catholic Education Commission Guidelines for Pastoral Care in Catholic Schools
- St Ursula’s College Staff Handbook
- St Ursula’s College Student Diary
- St Ursula’s College Student Management Policy