



St Francis Xavier College

PASTORAL CARE POLICY

Related Policies

Safe School
Management of Student Behaviour
School Wide Positive Behaviour Support
Discipline (CEO)
Child Protection – Mandatory Reporting (ACT)

Purpose

To ensure effective pastoral care of all members of the SFX community, particularly students.

Policy

St Francis Xavier College provides a "challenging and supportive Christian environment" where we seek to be truthful and courageous people who nurture right relationships, value learning and celebrate Christ's life giving presence among us. This basic philosophy, with its emphasis on support for the individual's personal growth, religious and social awareness, intellectual and physical growth and development of practical skills, is the basis for the College's pastoral care - not only for its students but also for all members of the College community.

The College's pastoral care system recognizes that meeting the needs of individuals, particularly of adolescents at a time of growth and change, can be challenging, and so we ensure that all members of the College staff are seen as part of the College's pastoral care relationships.

Staff of SFX work with students, parents, clergy, and members of the wider community to provide support and guidance for the young people and adults in our College community, ensuring that the school focuses on meeting the needs of the whole person.

Procedures

Student Support System

The College's underlying philosophy of commitment to the pastoral care of the individual student is reflected in its organisation, timetable and allocation of resources, and behaviour management guidelines.

- Each College day includes a formal Pastoral Care time with all students meeting with their Pastoral Leader in their Pastoral group.
- At St Francis Xavier Pastoral care system recognizes that adolescent students may have concerns that encompass all aspects of their lives, so each day's scheduled Pastoral time includes roll-marking and administrative matters, and time for students and Pastoral Leaders to meet informally, talk, share achievements and / or discuss problems.
- Pastoral time concludes with the whole College praying together. All Pastoral groups take their turn to lead College prayer using the P.A system - students use this opportunity to choose or create a prayer which integrates their personal concerns with the spiritual life of the whole College.
- Most full-time members of teaching staff assist in the pastoral care of students by taking responsibility for overseeing the welfare, general behaviour and academic progress of a group of 20-24 students in a Pastoral Group
- Pastoral Leaders work in close co-operation with the Year Co-ordinators.
- Pastoral Leaders are often the focus for communication between parents and the College via School Organiser, Pastoral Reports and Parent/teacher interviews. The College's support staff is an important part of the pastoral system for students and families, providing an important link between College and home, offering assistance with difficulties, including first aid when necessary.
- The year level (horizontal) structure of Pastoral classes is complemented by the House system, which allows for vertical [Years 7-12] co-operation and integration in the five Houses.
- The College offers liturgy as well as meditation and reflection opportunities for staff and students.

Pastoral Leaders should be effective providers of pastoral care, and provide support for students by

- being present with the class for Pastoral periods, PD&CV lessons, College assemblies, year assemblies, emergency evacuations and other College activities
- supervising , encouraging and supporting students in:
 - prayerfulness
 - study
 - behaviour
 - punctuality
 - appearance/uniform
 - participation in College activities
 - care of books and other College property.
 - general wellbeing
 - positive, respectful and safe behaviour
- communicating relevant information to students
- keeping accurate and up-to-date records of attendance [Pastoral Roll], notes explaining absence, late slips
- monitoring use of student Organisers, and signing weekly
- attending Pastoral Leaders Meetings
- communicating with parents/guardians
- writing mid-Semester and Semester reports
- communicating significant information about students to the relevant personnel e.g. classroom teachers, Year Coordinator, Student Records staff.

References

SFX Mission Statement
SFX Behaviour Management Guidelines

Forms

Approved by:	College Board
Issuing Group:	Executive
Implementation Date:	2010
Supersedes Policy Dated:	2005
Revision Date:	2015
Contact Officer:	Principal / AP Student Welfare