



Pastoral Care Policy

Vision:

“You are the Light of the World. Shine your Light.”

Mission:

The Lumen Christi Community is enlightened by the Spirit of God. The story of The Transfiguration is woven into the Fabric of Lumen Christi. The theology of Light informs the culture through every aspect of school and community life, every relationship, every decision. The charism of Light impacts on activities and choices at all levels of school life. The charism of light can be understood simply as what we do and who we are.

We bring our gifts to help communities to grow

We make positive life choices

We endeavour to serve others

We seek meaning and purpose in life

We are self-reflective, independent thinkers and lifelong learners.

Purpose:

Lumen Christi Catholic College belongs to a system of schools that proudly declares a special consideration for each individual and the development of the whole person.

The Lumen Christi Catholic College Vision and Mission Statement, Core Beliefs and Exit Outcomes indicate the need for our College to provide a positive, safe, supportive and encouraging environment. These documents and this policy aim at providing a tangible link between contemporary society and the messages of the Gospel. It encourages the development of Christian values and in doing so, enhances the personal and moral development of our students.

Lumen Christi adopts an approach to discipline based on a climate of affirmation, challenge and trust. The promotion of self-discipline is central to the development of our students. It is a student management system underpinned by the LCCC Vision and Mission Statements.

In accordance with this, our policy aims at:

- Emphasising and encouraging the involvement of parents (or care givers) in their role as the primary educators of their children
- Supporting the shared responsibility of all members of our community in the care for all
- Motivating personal achievement, dignity, self-esteem and happiness of individuals
- Creating a sense of belonging, pride and an environment of justice
- Fostering an atmosphere that is solution-based, as opposed to problem-based
- On-going development of Pastoral Care policy
- Ensuring that corporal punishment is expressly prohibited at LCCC and that LCCC does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons (including parents) to enforce discipline at the College.

Definitions:

- **Acceptable Behaviour:** is conduct which satisfies the ethos and requirements of a Catholic Christian teaching and learning community. It is conduct which honours the dignity and needs of all individuals in the community.
- **Restorative Justice Practices** is a whole school commitment to quality relationships. It establishes a philosophy and a set of practices that reflect a commitment to inclusiveness and collaborative problem solving. It provides schools with strategies to manage students with challenging behaviours while maintaining the respect and dignity of all parties.
- **Sentral:** The administrative program used by the College for recording, communicating and tracking of information.
- **House System** - Pastoral Care at Lumen Christi is centred on a House system where each student belongs to one of the four College Houses:
 - Baringa (meaning the Light) Patron Saint – Saint Lucy
 - Bobberrer (meaning the Land) Patron Saint – Saint Francis of Assisi
 - Gudu (meaning the Sea) Patron Saint – Saint Brendan the Navigator
 - Monaroo (meaning the People) Patron Saint – Saint Mary MacKillop

Each secondary student is a member of one of the seven vertical Pastoral Care classes in each House. The Pastoral Care Classes, comprised of students from Year 7 to 12, meet every day with their Pastoral Care Teacher. The Head of House oversees the pastoral care for each student within a particular House.

Primary students meet each morning with their Class teacher. They participate in College prayers and receive daily messages at the same time as secondary students participate in their Pastoral Care classes.

- **Faith in Action** - As the College Vision Statement states in part “inspiring hope and serving others” is an essential part of life at Lumen Christi.
 - Term 1 Project Compassion
 - Term 2 St. Vincent De Paul Winter Appeal
 - Term 3 House Charity (Baringa -Fred Hollows Foundation / Gudu - Surf Clubs / Monaroo – Mary MacKillop Foundation / Bobberrer – Ricky’s Place)
 - Term 4 St. Vincent De Paul Christmas Appeal

The College is also involved in a program with Imlay House where weekly students along with a teacher visit the residents and participate in a variety of activities.

Students are asked to be involved in at least 10 hours of community service during the year and this is recorded in their Service Record. Students are awarded certificates for 10, 20 and 40 hours depending on their commitment.

The “Paul Carroll Service Award” is a major award on Year 12 Graduation night. The “John Liston Service Award” is awarded to two primary and four secondary students during Semester 2 Presentations.

- **Affirmation Program** - The student affirmation program is also based on the House model. Positive behaviours are recorded by staff in Sentral.

5 positive behaviours (or merits) earn a Bronze Certificate

15 earn a Silver Certificate

30 earn a Gold Certificate

Merits restart in each year K to 6

Merits accumulate 7 to 12.

- **Pastoral Program** – The Pastoral Program runs each Wednesday K to 12. It incorporates activities such as:
 - College Assemblies
 - House Assemblies
 - Careers
 - iPads
 - Cyber Safety
 - Rock & Water
 - Healthy Relationships
 - Study Skills
 - Positive Psychology
 - Social Justice
 - Healthy Relationships
 - Guest Speakers
 - Bounce Back (Primary)

Procedure:

The College uses a variety of approaches to ensure the maintenance and enhancement of effective relationships within the College:

- Acknowledging and supporting the classroom teacher as the leader in their classroom, setting rules and procedures appropriate for each class within the framework of policy provided above. Classroom teachers work with teacher teams and/or Heads of House/Faculty and Leadership staff to ensure acceptable behaviour on behalf of community members;
- Clear expectations of the rights and responsibilities of individuals in the College community;
- Broad acceptance of fair and reasonable limitations on behaviours accompanied by appropriate consequences for conduct breaches;
- Restorative justice practices will be used in solving conflict situations;
- Frequent and clear communication between parents, students and staff is a requirement of the College. The use of Sentral is a critical component of communication between teachers and families about students. A variety of other efficient and appropriate methods of communication are also available such as telephone calls, e-mail or use of Skoolbag.

- On-going professional development within teacher teams focuses on the growth of sound professional practice by teachers within the classroom environment and all other College settings.

Responsibilities and Roles:

Code of Conduct

Students at Lumen Christi Catholic College:

- Good manners and respect for others is displayed at all times
- People's feelings, rights, property and privacy is respected
- All community members do their best at all times
- Community members are to keep buildings and surrounds neat and tidy
- No discrimination is to occur within our community
- Students are to be prepared and punctual for classes
- The College uniform is worn with respect and pride

Withdrawal of Privileges

In the event of continual inappropriate behavior or a serious incident, students may forfeit the right to participate in various co-curricular activities. Participation in such activities is to be regarded as a privilege to be earned via consistently adhering to the expectations established by the school. This includes attendance on days that fall outside of the regular academic program such as Retreat days and sporting carnivals and similar activities/events where the College has made it known to the students that attendance is compulsory. It also includes attending morning Pastoral Care, assemblies and the regular weekly Pastoral Period. Appropriate documentation must be presented by the student in order to validate an absence.

Students who continually behave inappropriately and/or do not support the co-curricular program, may, at the discretion of the Principal, be excluded from participating in such events as representative sport, Y5/6 camp, Y9 Sydney trip, Y12 end of year events (including the Graduation Ball) and the Student Leadership program. Other consequences may apply where it is deemed appropriate.

Students who behave inappropriately whilst attending or participating in the co-curricular program, may be withdrawn from that activity at any time, with the possibility of further consequences, once a full investigation has taken place.

All decisions with respect to the withdrawal of privileges will be made by the Principal in consultation with the appropriate staff. The Principal will stipulate the specific co-curricular activity from which the student shall be excluded, as well as the length of the exclusion.

Role of the Pastoral Care Teacher and Primary Class Teacher

The Pastoral Care (PC) Teacher and Primary Class Teacher have both a pastoral and administrative focus. The PC Teacher and Class Teacher have initial communication with the student in relation to attendance, uniform, personal issues and general advice. During the morning PC period the PC Teacher or Class teacher:

- Greets the students
- Checks the uniform
- Organises the daily prayer
- Communicates the daily messages
- Marks the roll
- Collects notes/monies (K to 6) handed in by students
- In cases where a student has been absent from school for **3 consecutive days** the PC teacher or the Primary Class Teacher will contact the parents/caregivers on the third day in order to monitor the student's wellbeing.
- At reporting time the PC teacher or Class Teacher writes a comment on each student in their PC class or Primary Class with regard to their involvement in the various aspects of College life.
- At the start of the academic year, after 2-3 weeks, the PC teacher or Class Teacher contacts parents/caregivers of the new students to monitor how they are settling in to Lumen Christi. This procedure also applies to new students who join the PC class or Primary Class during the year.
- PC teachers and Class teachers meet regularly with their Head of House or the Head of Primary to discuss pastoral care matters.

Role of the Primary Pastoral Care Coordinator

The Primary Pastoral Care Coordinator works closely with primary teachers and the Director of Pastoral Care in a role that includes:

- Taking an active interest in the personal, spiritual, academic and social development of students.
- Encouraging and promoting service including Project Compassion, St Vincent De Paul Christmas Appeal.
- Communicating relevant information to teachers about a student's academic needs and to liaise with teachers about a student's progress.
- Being the reference person for any student who is seriously or persistently misbehaving in K to 6.
- Being a channel of communication between students, staff, parents and Leadership.
- Monitoring student attendance.
- Managing uniform.
- Promoting each student's involvement in College and House activities outside the classroom.
- Supporting the Pastoral Care teachers in their role and meeting regularly with them.
- Counselling students informally and formally and/or referring students to the Director of Pastoral Care and/or College Counsellor.

Role of the Heads of House

The Heads of House have an overarching role that includes:

- Taking an active interest in the personal, spiritual, academic and social development of students.
- Encouraging and promoting service including Project Compassion, St Vincent De Paul Christmas Appeal.
- Communicating relevant information to teachers about a student's academic needs and to liaise with teachers about a student's progress.

- Being the reference person for any student who is seriously or persistently misbehaving.
- Managing uniform.
- Responsibility for care, maintenance and improvement of House areas.
- Organising “buddies” for new students in Primary, Pastoral Care and academic classes.
- Being a channel of communication between students, staff, parents and Leadership.
- Monitoring student attendance within the House.
- Developing formal and informal leadership roles for senior students within the House and supporting students in these roles.
- Promoting each student’s involvement in College and House activities outside the classroom.
- Supporting the Pastoral Care teachers in their role and meeting regularly with them.
- Counselling students informally and formally and /or referring students to the College Counsellor.

Role of the Director of Pastoral Care

The Director of Pastoral Care works closely with the Assistant Principal (Pastoral Care) and is responsible for:

- Supporting the Heads of House and Primary Pastoral Care Coordinator as required.
- Assuming the role of Head of House or Primary Pastoral Care Coordinator in their absence.
- Liaising with the College Counsellors.
- Leading the weekly formal Pastoral Program.
- Overseeing pastoral extra curricula activities such as camps.
- Liaising with outside agencies in issues of wellbeing and Child Protection.

Role of the Assistant Principal (Pastoral)

The Assistant Principal (Pastoral Care) leads the Pastoral team in the College and is responsible to the Principal for:

- Convening weekly meetings of the Director of Pastoral Care / Heads of House / Primary Pastoral Care Co ordinator / Counsellor(s) and Principal.
- Supporting the Director of Pastoral Care / Heads of House and Primary Pastoral Care Co ordinator as required.
- Facilitating the flow of communication between College Leadership and the Director of Pastoral Care, Heads of House, Primary Pastoral Care Coordinator and Counsellors.
- Engaging and developing pastoral initiatives involving outside agencies (e.g. Lions, Rotary, Probus).
- Overseeing Student Leadership
- Overseeing internal initiatives such as Creative Catering.
- Overseeing the Pastoral Care budget.
- Overseeing Pastoral Care policies.
- Liaising with outside agencies in issues of wellbeing and Child Protection.
- Liaising with other members of the leadership team in implementing College events such as assemblies, exams and retreats.

Role of the College Counsellors

Currently the College has two counsellors on staff – Secondary (.6) and Primary (.1)

Students may be referred to the Counsellors by a member of staff directly or through discussion with Heads of House or Assistant Principal (Pastoral). Primary students can be referred by the class teachers, the Learning Support teachers or a parent and through the Primary Pastoral Care Coordinator. Students can also refer themselves to the College Counsellors. On occasions, parents/caregivers may also request an interview with the College Counsellor.

The College Counsellors play an important role in the pastoral care of students at Lumen Christi, working closely with Heads of House and Head of Primary both formally and informally. The College Counsellors meet on a weekly basis to discuss students at risk and any other business pertaining to the students' welfare.

References:

- LCCC After School Detention Policy:
- LCCC Absentee Procedure
- LCCC Child Protection Policy
- LCCC Drug Related Incidents Policy
- CE 'Student Management (Discipline)' policy.
- CE 'Exclusion' policy.

Forms:

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Issuing Group: Lumen Christi Catholic College Leadership Team

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