



MSCW Pastoral Care Policy

Provisions	<p>This policy:</p> <ul style="list-style-type: none">○ is endorsed by the College Executive○ is available on the school's website at: www.mscw.nsw.edu.au○ has been distributed to staff on the staff intranet○ was created on 2010○ was last reviewed August 2015
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Policy statement

At Marist Sisters' College, Woolwich, our Pastoral Care Policy is linked to the Vision Statement of the Sydney Archdiocese:

As partners in Catholic education, we commit ourselves to developing authentic Catholic schools which:

- *are founded on the person of Jesus Christ and enlivened by Gospel values*
- *highlight the relevance of our faith to life and contemporary culture*
- *are embedded within the community of believers, and share in the evangelising mission of the Church*
- *are committed to the development of the whole person*

At all times the College refers to the CEO Pastoral Care Guidelines that can be accessed at

<http://www.ceosyd.catholic.edu.au/About/Documents/guide-past-care.pdf>

Procedures

This policy is carried out by following the procedures outlined below.

- 1.1 A commitment to
 - pastoral care programmes, policies and practices that foster the development of the whole person;
 - valuing the mutual well being, respect and dignity of all members of the College community; and,
 - nurturing a partnership in faith, hope and love among the girls, parents, staff, parishes and the wider community.
- 1.2 At Marist Sisters' College, Woolwich, the fabric of College life is underpinned by Pastoral Care that is enlivened by the nature of the College's Houses.
 - Having the Tutor Group stay together ensuring that every student is known very well by Tutor and House Coordinator, generally for six years with the same Tutor.
 - Acknowledging and celebration of being members of a unique House community within the College.
- 1.3 Recognising and celebrating of the outstanding individual strengths and achievements of girls.

- 1.4 Staff members working collaboratively for the care and well being of every girl. This not only incorporates collaboration between staff but also includes the collaboration between the College and Families, Parishes, health Care Providers, CEO Personnel and other relevant organisations within the wider community.
- 1.5 Developing self-discipline and responsible behaviour in the girls.
- 1.6 Promoting a healthy, respectful and secure environment through the application of the principles of Restorative Justice, the CEO Managing Challenging Behaviours document and the Anti-Bullying Policy.
- 1.7 Promoting inter-personal relationships in accordance with Gospel values.
- 1.8 Providing opportunities for student leadership with the emphasis on 'service' to others.
- 1.9 Meeting and responding to the changing and emerging needs of individual girls and their families

Administrative procedures/practices

- Daily checking of absences and punctuality to both school and class.
- Circulation of Progress Reports.
- Inclusion of Pastoral comment in semester reports.
- Contacting girls' parent, parents/ guardian in relationship to her progress and well being.
- Maintaining accurate records and profiles of individual girls.
- Upholding the privacy and respecting the confidentiality of girls within the protocols of Child Protection legislation.
- Providing girls and/or staff with the opportunity to meet as a House/Year group etc.
- Implementing the College uniform policy.
- Maintaining the general environment of the College.
- Monitoring off-campus appointment.

Care and well being of the staff

- Acknowledging and celebrating being members of a unique staff community, e.g. significant life events.
- Providing of experiences and opportunities to enrich the spiritual growth of staff
- Providing opportunities for ongoing professional development.
- Supporting staff to meet the demands of contemporary teaching
- Providing resources to manage work-place issues,
- Supporting Personal Performance Planning and Review (PPPR) for all staff consistent with Archdiocesan guidelines.

Student Leadership elections are governed as laid down in the [procedural statement](#).

The College does not condone the use of corporal punishment by non-school persons, including persons, to enforce discipline in the school. For further information please refer to CEO's [Student Wellbeing and Pastoral Care Policy](#)

Student Access to Counselling Services

- House Coordinator's and AP refer students to the College Counsellor
- Students may self refer either by email or by conversation
- Counsellor maintains their own diary of appointments