



Developing our Children's Minds  
Guiding our Children's Hearts

## PASTORAL CARE

### Policy 7 Guideline 2

Pastoral care is the loving response of a whole community to the needs, sufferings and joys of each member:

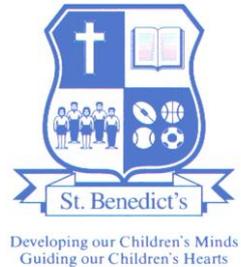
#### Pastoral care

- † is integral to the shared culture of St. Benedict's School
- † requires that we look after one another
- † reflects Gospel values
- † requires education to become holistic concerned with the development of the whole person
- † builds on an underlying support network
- † is responsive to the needs of the whole community

#### Guidelines

1. Professional development in the area of Pastoral Care will be available and encouraged.
2. A Pastoral Care Committee will be convened as required consisting of the Principal, a member of the Board of Trustees, a staff member and additional members as nominated by the Principal or the Chairperson.
3. Structures will be formalised to ensure that support is available for students, staff and families.
4. A Welfare Fund will be available for families in financial need at the discretion of the Principal, who will notify the Chairperson of the Board of Trustees This will be handled in the strictest confidence.
5. Pastoral care will show sensitivity, always respect privacy and retain confidences, subject to legal obligations.

## APPENDIX 7.1



### PRACTICAL SIGNS OF PASTORAL CARE

St. Benedict's School demonstrates its Catholic Character through its pastoral care role.

Ways in which the school can fulfil that role are by:

1. Acknowledging special events in staff, students and families' lives such as
  - † Cards posted to staff and families in time of bereavement.
  - † Acknowledgement of marriages, birthdays etc
  - † Putting notices in the newsletter to request prayers in time of sickness or death.
  - † Sending flowers to patients in hospital in time of need.
  - † Sending flowers in time of bereavement.
  - † Attending funerals with students where appropriate.
2. Interceding on behalf of families to social welfare, CYPFA.
3. Providing support by the Principal, including access to funds from BOT Welfare fund for families in need.
4. Arranging transport pool for an isolated family.
5. Offering clothing through uniform shop if necessary.
6. Ensuring that each child has adequate food and nourishment.
7. Listening to distressed parents whenever required.
8. Offering spiritual support in prayers to School families and staff in need.
9. Providing spiritual development of the staff and pupils.
10. Students and staff are formally acknowledged and, when appropriate, rewarded for good Christian actions and initiatives.
11. Offering practical strategies and constructive behaviour management approaches when dealing with inappropriate behaviours.
12. Following up students' welfare.
13. In sport, working for students interests and encouraging fair play, perseverance and teamwork.
14. Looking out for students who may need social assistance with friendships.
15. Ensuring students and staff safety is while they are at school and on excursions
16. Assisting/attending liturgies for students (past and current) receive Sacraments.
17. Acknowledging students reception of the Sacraments
18. Being aware of staff and their needs; e.g. offering support in a practical way as required through offering release time, doing a duty etc.
19. Regular acknowledgement of members of our school and wider community.
20. Staff modelling caring attitudes.
21. Facilitating staff prayer and reflection times.

**APPENDIX 7.2**



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**THE ROLE OF THE PROPRIETOR'S APPOINTEE**

(TAKEN FROM APPENDIX 6 OF HANDBOOK OF TRUSTEES OF NZ CATHOLIC SCHOOLS 2016 EDITION)

Proprietor's Appointees on the Board are full members of the Board with all the rights and obligations of other Board members. All Board members have responsibility for the Catholic Character of the School inscribed in the School's Integration Agreement and Charter.

However, deriving from the fundamental characteristics of Catholic schools as described in Canon Law and safeguarded by the Private Schools Conditional Integration Act 1975, the Proprietor's Appointees also have some special responsibilities, namely:

- a. They are to assist the Board to carry out its obligations to ensure that the School remains a Catholic School and it fulfils the primary objective for which it was founded. The primary objective of providing a Catholic education has implications for the appointment of teachers, the enrolment of students, the Religious Education programme and for other matters relating to the School's; Special Character..
- b. They are an important channel of communication between the School and the Bishop and/or Proprietor.
- c. They assist the Board in ensuring that the Proprietor's property is kept in good order, repair and condition. They need to ensure that the proportion of the Operations Grant which is designed to cover the repair and maintenance of buildings is used for this purpose.
- d. They report to the Proprietor on the progress of the School, in writing, at least annually or more often if requested or as the need arises.

Approved by Board .....

Signed by Chairperson.....