



Pastoral Care

FREQUENTLY ASKED QUESTIONS

Who will do the tasks of the Student Advocate?

Tasks such as monitoring student attendance, checking uniform, promoting student achievement and supporting the emotional welfare of students will be shared amongst all teaching staff and teachers in Positions of Leadership.

All teachers promote their students' achievements through SIMON commendations and the weekly Student Digest email.

What do I do if I need to contact someone at the College?

Parents and carers can email any teacher via PAM, they may also call the General Office. If the General Office staff can't answer the questions, they can direct the inquiry to the correct member of staff..

Will student attendance be monitored?

Classroom teachers monitor attendance of students in their class at every lesson. They refer to the students' pastoral notes to be guided by any arrangements or communication that might explain absences. If the absence is regular and just for their class, the classroom teacher will contact home.

If the classroom teacher continues to have concerns, these are escalated to the Year Level Coordinator. Year Level Teams review all student attendance and learning data, under the leadership of the Year Level Coordinators, Year Level Learning Leader and Learning Diversity Leader. Overall concerns about student attendance across all classes are escalated to the Pastoral Care Director.

Who monitors student engagement with learning?

Classroom teachers monitor the engagement of students of their class and discuss concerns with students, parents and carers.

If there are engagement concerns in certain subjects, teachers work with Learning Area Leaders who will raise concerns about learning in a particular subject with the student, parents and carers.

If there are concerns about student engagement in learning across many subjects, Learning Leaders will escalate concerns to Year Level Learning Leader.

Teachers can seek strategies for engagement from Learning Leaders or Year Level Learning Leaders.

Will the correct uniform be monitored?

Parents play a very important role in ensuring that all students are in the correct uniform for the day. Parents need to make sure they know which uniform their child(ren) should be in for each day and that they are wearing their uniform correctly. Working together with families is the best way to ensure that each child has their learning at the centre of their day and are not distracted by infringements or negative interactions around uniform.

All teachers check uniform and contact home about any issues with standards. Parents are informed of incidents via SIMON and through the fortnightly student digest which is sent to parents. Persistent uniform infringements are escalated to the Year Level Coordinators.



Who is looking out for the social emotional wellbeing of students?

All teachers review the students' profiles to understand and manage students' social emotional learning profile. Teachers use the strategies learnt from the Berry Street Education Model training to increase all student engagement and improve their self-regulation, relationships, wellbeing, growth and academic achievement.

SEL (social and emotional learning) principles are incorporated into our curriculum to help students develop essential skills such as self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

Important wellbeing information or concerns are referred to the Year Level Coordinators or directly through referral and the Learning Diversity team provides support for students with higher needs.

Classroom teachers collaborate with colleagues to ensure that student's needs are met, particularly if they need extra help and will make notes on the student's profile that will help other teachers.

Who lead Catholic faith?

A religious education subject is part of the curriculum for all students at Catherine McAuley College Bendigo. Students participate in prayer at the beginning of each day and have opportunities for prayer through Liturgies and Masses throughout the year. There are also opportunities for students to engage in faith, justice and the Mercy charism through Mercy-wide retreats and camps during the year.

All teachers in a Catholic school play a role in leading the Catholic faith and are supported and encouraged by the College to seek accreditation to teach in a Catholic school and to teach religious education.

How will regular communication with families be managed?

As well as access to PAM where all learning and pastoral care information can be viewed, parents and carers will receive a fortnightly student digest and be encouraged to contact the College with any concerns.

A list of specific contacts will be provided via PAM for who to contact with specific questions or concerns to best support your child. Additionally, the General Office can always direct calls.

For example:

- For concerns around student learning in a specific subject, families are encouraged to contact the classroom teacher.
- For concerns related to the whole year level learning, email the Year Level Learning Leader.
- For questions about a whole subject across the year, then the Learning Leader of the learning area would be the contact person.

The Home Handbook is also an essential resource with links and shortcuts to a wide range of important information.

Are students going to get help when they need it?

Parents and carers can keep track of assessment tasks through PAM. Classroom teachers will work with students on pathway plans and goal setting and review for both learning and wellbeing. Classroom teachers are the contact point between home and school and will help students reflect on their progress and support them to make decisions about subject selection and pathways. Our teachers are committed to catering for all students at their point of need.

The College also has a dedicated Pathways Learning Director and Careers Team. A process is being developed to manage subject changes and make connections with the Careers Team.

Depending on the issue, students choose who they go to for help: they can choose any classroom teacher to discuss a matter or self-refer to see a counsellor.



For daily administrative matters such as medical issues, lockers, lunches, late passes, students go to the General Office.

The College is developing a key contact list for students and parents.

How will my child build positive relationships with their teachers?

The longer classroom times will enable all teachers to build positive relationships with students and families. Encounter Days and activities focused on mindfulness, resilience, stress management, and healthy relationships all empower students with the knowledge and skills they need to navigate life's challenges effectively.

Central to these efforts is the Respectful Relationships Program - a whole-school approach that trains teachers and supports schools in modelling and promoting respect, positive attitudes, and behaviours. This program teaches children and young people to build healthy relationships and self-confidence while embedding a culture of respect and gender equality across the entire school community

Whole School Behaviour Expectations

BEHAVIOURS The three B's	Learning Spaces	Assemblies Liturgies Masses	Yard, Canteen and Lockers	Online	Wider Community
Be Respectful	<ul style="list-style-type: none"> ✓ Listen actively. ✓ Care for the learning space. ✓ Enable teachers to teach and allow students to learn. 	<ul style="list-style-type: none"> ✓ Listen actively. ✓ Participate fully. ✓ Be mindful of those around you. 	<ul style="list-style-type: none"> ✓ Bin waste correctly. ✓ Respect personal space. ✓ Care for our common home. 	<ul style="list-style-type: none"> ✓ Adhere to the computer user agreement. ✓ Choose language carefully. 	<ul style="list-style-type: none"> ✓ Proudly represent the college. ✓ Be aware of your impact on others.
Be Responsible	<ul style="list-style-type: none"> ✓ Be ready to learn ✓ Adopt a growth mindset. 	<ul style="list-style-type: none"> ✓ Embrace our Catholic identity. ✓ Embrace new experiences. 	<ul style="list-style-type: none"> ✓ Respond to staff directions. ✓ Be an upstander. ✓ Make good decisions. 	<ul style="list-style-type: none"> ✓ Be aware of your digital footprint. ✓ PAUSE (Positive, Accurate, Useful, Supportive, Ethical) before you post. 	<ul style="list-style-type: none"> ✓ Do what is right even if no one is looking. ✓ Wear uniform correctly. ✓ Be a role model.
Be Kind	<ul style="list-style-type: none"> ✓ Use manners ✓ Consider other points of view. ✓ Be inclusive. 	<ul style="list-style-type: none"> ✓ Offer to assist. ✓ Appreciate the gifts of others. 	<ul style="list-style-type: none"> ✓ Care for others. ✓ Be inclusive. ✓ Be mindful of your words and actions. 	<ul style="list-style-type: none"> ✓ Manage your screen time. ✓ Foster positive online communities. 	<ul style="list-style-type: none"> ✓ Use manners. ✓ Lead through service.

Living Mercy *Compassion / Justice / Respect / Hospitality / Service / Courage*

Further concerns relating to pastoral care are directed to the Year Level Coordinator.

What will happen for year level transitions?

Students experience three main transitions: Transitioning to the College, moving from Coolock to St Mary's and then graduating from our College. These transitions should all be positive and smooth. Before commencement, the College works with parents and carers to prepare a thorough student profile for each child and students are given individual support through the orientation and enrolment process to ensure a smooth transition. New students are carefully monitored during their first weeks at CMCB to ensure they settle in without issues.



The General Office, classroom teachers and Year Level Coordinators all help students familiarise themselves with the daily life at the College.

The Transition Team consisting of Year Level Coordinators, Year Level Learning Leaders, Year Level Administrator, Learning Diversity Team and Allied Health Team all work together to help students manage changes, including from Coolock to St Mary's for Year 10.

Who looks after vulnerable students or those with special needs?

All College staff care for students - every class, every day. Teachers build genuine relationships with their students and learn about them. Teachers create classroom environments that are conducive to emotional and academic learning.

Additional needs are met by the appropriate teams and specialist staff: Student Learning Support Staff, Student Learning Support Leader, Learning Diversity Leaders, Year Level Coordinators, the Director of Pastoral Care and Assistant Principals.

The College conducts a rigorous transition program for Grade 6 students coming into Year 7 and identifies early in the enrolment process any students who need additional learning support. There are also specialised tours and induction sessions for students with additional learning needs.

At any time, teachers can make a referral to the Learning Diversity Leaders in consultation with Year Level Learning Leaders if required.

Year Level Coordinators, Learning Diversity, Allied Health, Student Learning Support will attend Student Support Group meetings with parents and carers. Occasionally, classroom teachers may be invited to join.

Students have access to qualified counsellors and other allied health professionals who offer confidential counselling and profession-specific services to students in need. Our Allied Health Team collaborates with students, staff, families, and external agencies to provide personalised support and intervention when required.

Students are also supported by the Koorie Education Workers, Learning Diversity team including Learning Diversity Coordinators and Student Learning Support staff.

How will College events be organised and promoted?

Regular Year Level Assemblies will ensure that students know about what is happening in the school and what events are coming up. All students need to check Daily Messages regularly and families always have access to PAM, the College Newsletter and Home Handbook.

Year Level Coordinators and classroom teachers manage student movement to College events, and this varies between different activities. The regular assemblies promote the connection between students and teachers.