DEPARTMENT FOR SCHOOLS AND COLLEGES







This booklet is
a guide to help
our schools
implement our
pastoral guidelines.

FOR SCHOOLS



DIOCESAN PRAYER

open the horizons
of our minds and hearts
so that we can see
what hope your call holds for us.

Pour out the overflowing gifts of your Spirit so that we, your Church, may become a people of hope for our world.

We ask you this, through Jesus Christ Our Lord, who lives and reigns with you in the unity of the Holy Spirit, one God for ever and ever.

OUR LADY
Woman of Hope, pray for us

ST PETER
Rock of Hope, pray for us

ST PAUL Apostle of Hope, pray for us !!



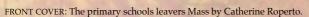


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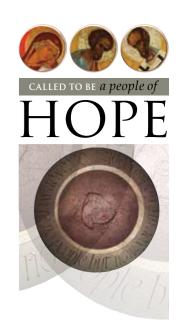








This document is available from www.cliftondiocese.com





INTRODUCTION

Many people today question whether we should still have faith schools claiming that they lead to fragmentation, the strengthening of prejudice and the creation of barriers. I do not believe this to be the case. I believe they offer something distinctly life-giving and of value to the wider community.

Some young people live with a poor self image. This is often confirmed by a society that judges people by what they own, or do, rather than who they are. The Judeo-Christian tradition respects the individual and upholds the dignity of each person whoever they are, no matter what colour, creed, age or culture. The church school should reflect this because it is called to be a community that lives the life of the Gospel. All our communities should be life-giving but perhaps this is especially true for our schools where young people are discovering the wonder of their being and a way of life that has quality and meaning.

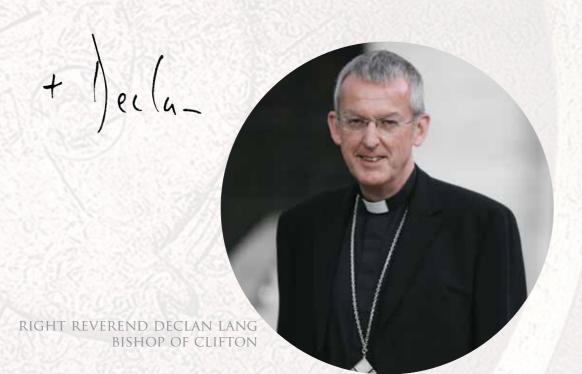
The wonder of our being is not discovered in isolation. We believe we are created unique but that our unique wonderful self is only discovered in relationship to others and to the whole of creation. We need one another and we need to listen to one another's experiences if we are to learn what it is to be truly human. If we reflect upon our experiences and that of others we become wise.

Schools are places of wisdom learning – places where we make connections in life between all different disciplines. Kevin Treston in his book 'Wisdom Schools' talks about wisdom as an inner conscious process of making connections that are life-giving. Wisdom is acquired through study, conversation, listening, prayer, reflection, relationships and being open to the excitement of discovery. Our faith schools should provide opportunities for all of this.

The Catholic school is about conversation – about being open to discover the wonder of creation, the wonder of life, the wonder of God. It can provide an experience of what it is to be human. It can also contribute to the wider conversation in society of how to live a life that is good, fulfilling and true; creating a more just society.

I would like to thank our schools and particularly the young people who responded to our diocesan consultation Seeking the Face of Christ.

I am grateful to all who work in, or contribute to, our schools. Please use these guidelines as a way to reflect upon the authenticity of your school in the light of the Gospel.



WHY CATHOLIC SCHOOLS?

If A Catholic school is authentic when it lives by the vision of the Gospel and this vision must find expression in the way the school organises itself and the way in which the community relates within itself and to the wider community of which it is a part.

Catholic schools have a key role in the mission of the Church. They exist as the whole Church does, not for their own sake but to communicate Christ to others. Our schools aim to make the promotion of the human person the goal of education. We believe that all people are created in the image of God. Created out of love. Called to love and serve God and others. In Christ we see what it means to be truly human. There exists within the heart of God a dream for every individual.

Our task is to help draw out from those we come into contact the truth of their heart //2

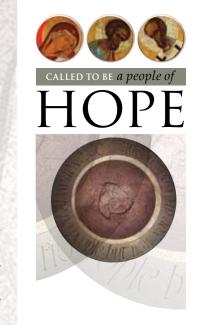
This vision and purpose is at the heart of all we do. It distinguishes our schools as Christian.

Within the school we try to present a synthesis of faith and life. We celebrate and live out the vision of the Gospel. We try to be a community based around the presence of the risen Christ. This means helping individuals discover God in the ordinary events of their lives. Catholic schools are not simply secular schools with extra RE tagged on. We have a distinctive vision of what it means to be human. To be truly human is to be like Christ.

Bearing witness to the Gospel is not some nebulous ideal. The Gospel makes demands on people. It calls us to live in a particular way. It means all our policies and practices, the entire curriculum, not just RE, is affected. It means we deliberately attend to the presence of God in our midst, that we are people of prayer.

Living by the Gospel means making difficult choices. The school, like the whole Church, must have an option for the poor. This means poor emotionally, spiritually, academically, socially, economically, behaviourally. Society itself is based largely on the premise of individual freedom but we are called to work for others. We live in a materialistic society. We are told we can buy our way to success and happiness. However this is not a belief we share and in the example we offer young people we must challenge this approach to life. It is important we present a vision of God's kingdom, where the poor and disadvantaged find justice and where the broken hearted find hope, to young people.

For our schools education is more than an end in itself, it is a process of transformation with the expressed aim of enabling people to become truly human and to work with Christ to build God's kingdom.





¹ Speech by Bishop Declan to the Catholic Association to Schools and Colleges, 2005, www.cesew.org.uk

² Reimagining the Catholic School, Bishop Declan, 2004 www.cliftondiocese.com

WHY DO WE NEED DIOCESAN PASTORAL GUIDELINES?

And so, now as in the past, the Catholic school must be able to speak for itself effectively and convincingly. It is not merely a question of adaptation, but of missionary thrust, the fundamental duty to evangelise, to go towards men and women wherever they are, so that they may receive the gift of salvation.

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Schools are an integral part of the mission of our diocese. For some pupils and parents local Catholic schools may be their experience of belonging to the Church. Our schools are at the cutting edge of new evangelisation, called to make Christ known and loved in our communities.

One of the questions we need to reflect on is how authentic are our schools and colleges? How do they fulfil our vision and bring it to reality? The key question is does what we do deepen prayer, enable communion and strengthen mission?

The recommendations in this booklet are based on the responses from schools to our consultation. They represent and celebrate the best practice already taking place within our schools. They offer guidance for future planning.

Our schools follow best practice in current educational theory. The personalised learning agenda has recently been highlighted by the government in a series of documents including 'The Children's Plan'. It stresses the expectation that all children and young people will be able to fulfil their potential. This belief is a profoundly held Catholic ideal.

"The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic school"⁴

The pedagogy of personalised learning involves work on the extended curriculum, the organisation of the curriculum, the learning environment and supporting children's wider needs. When commenting on visits to primary schools DCSF school standards advisers said two underlying principles which the best schools shared were

"to open pupils' eyes to new opportunities and experiences beyond the immediate and to help pupils see what surrounded them in new and enriching ways." ⁵

This clearly describes part of the purpose of Catholic schools which aims to open the hearts and minds of pupils to God and to see the world through God's eyes.

As you read through this booklet it should become clear that the recommendations will help us fulfil our educational agenda as well as develop our ethos.

Most schools are already involved in the areas which emerged from the consultation process. Inevitably schools will have given more emphasis to certain areas. As part of the continuing self evaluation process, schools should reflect on what they already do well, and which areas can be strengthened. Always bear in mind the overarching question, does what what we do deepen prayer, enable communion and strenghten mission? This reflective activity should involve the whole school community including governors, all staff, parents and pupils.

- 3 The Catholic School on the Threshold of the Third Millennium, Congregation for Catholic Education www.vatican.va
- 4 The Catholic School on the Threshold of the Third Millennium, Congregation for Catholic Education www.vatican.va
- 5 Personalised Learning A Practical Guide, DCFS publications teachernet. gov.uk

A PEOPLE OF WELCOME

GUIDING PRINCIPAL

**Me believe each person possess a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status. The test therefore of any institution is whether it enhances or threatens human dignity **Median Company of the company of the

PASTORAL GUIDELINES

Welcoming is essential to who we are. It is a ministry of the Church. "Welcoming the whole community is a core element of the inclusive ethos that characterises successful extended schools." 7

We are called to be schools which develop an inclusive community centred on the person of Christ, reaching out to others and living in hope.

SCHOOL ACTION

- Consider how visitors are welcomed to your school and all within the school model welcoming to others.
- Reflect on how the school's admissions policies fulfil the Church's option for the poor.
- Ensure relationships within the school are rooted modelled in Gospel values.
- Reflect on the links between your school and parish.
- Consider how the school contributes to the local community and how to develop this further benefit.

DIOCESAN RESOURCES

Guidelines for Welcoming Migrants and Arriving Communities will be produced by our Justice and Peace Commission in 2009 justiceandpeace@cliftondiocese.com

'Values and Virtues' a guide to living out Gospel values in our schools. Availabe from the Department of Schools and Colleges. 0117 902 5593.

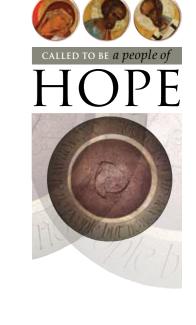
OTHER RESOURCES

Bishops' Conference of England and Wales provides a variety of resources including: 'Diversity and Equality Guidelines' and 'Mission of the Church to Migrants in England and Wales'.

www.catholicchurch.org.uk

Everybody's Welcome, a Bishops' Conference initiative supporting parish communities to become more friendly, more family-sensitive, and more welcoming of all. **www.everybodyswelcome.org.uk**

'Welcoming the Whole Community' www.teachernet.gov.uk



- 6 The Common Good Bishops' Conference of England and Wales 1996 para 12-13
- 7 Welcoming the whole Community www.teachernet.gov.uk





PRAYER

GUIDING PRINCIPLE

I Each parish and community should be a school of prayer and we should become experts in prayer **I** Is

PASTORAL GUIDELINES

The whole life of the school needs to be energised and centred on the Trinity. The development of spiritual life is the responsibility of the whole school. "If collective worship is genuinely to stimulate reflection and growth, it needs to involve all members of the community." ⁹

All governors and staff should be supported through appropriate inset provision in order that their own understanding of prayer may grow and deepen. Since prayer is not separate from our experiences the opportunities for prayer and reflection need to be a part of all curriculum areas and explicitly referred to in school documentation and departmental handbooks. Prayer also needs to be inclusive.

Pupils should be introduced to and offered opportunities to explore the richness of our spiritual heritage. School life should be experienced as an integral part of the local and universal Church.

SCHOOL ACTION

- Reflect on how you can continue to ensure prayer explicitly underpins all aspects of school life.
 Evaluate your prayer and worship regularly.
- Develop the inclusive nature of the school's prayer life.
- Continue to provide inset, resources and retreats to strengthen prayer life.
- Encourage parents to share in the school's prayer life.
- Consider how chaplaincy provision can be strengthened.
- Explore how parents can be encouraged to share in the prayer life of the school.

DIOCESAN RESOURCES

The Departments for Adult Education and Evangelisation, Liturgy, and Schools and Colleges offer a variety of resources and days of reflection. 0117 902 5595.

Resources and newsletter from www.cliftondiocese.com

A list of retreat centres is listed in the document 'A People of Hope' on www.cliftondiocese.com

OTHER RESOURCES

'Spirit of the Season' A resource for seasons of the Church's year published by the liturgy offic www.liturgyoffice.org.uk

www.schoolswork.co.uk A resource site for articles about the development of spiritual and moral behaviour in schools as well as general resources.

8 Pope John Paul 11, At the beginning of the New Millennium No 19 CTS Publications 2001

9 Spiritual and Moral Development, SCAA Discussion Paper No 3 1995

LITURGY

GUIDING PRINCIPLE

//Liturgy is the source and summit of the life of the Church **//**¹⁰

PASTORAL GUIDELINES

Schools should develop a sacramental vision of life so that when we celebrate the sacraments we are celebrating God who is present in all our activities and in all creation. Liturgical celebrations can connect with pupils' lives as well as being faithful to the traditions of the Church. Liturgy promotes spiritual development.

SCHOOL ACTION

- Consider how you develop and deepen the awareness of God's presence in the life of your community.
- Further develop the sense of wonder and awe in liturgical celebrations and explore the use of art, music, drama and poetry.
- Continue to help pupils, staff and parents grow in their understanding and reverence for the Eucharist.
- Continue to celebrate liturgy with the diocesan and parish communities.
- Sacramental preparation is the responsibility of the parish, but consider how the school might enrich these programmes.

DIOCESAN RESOURCES

Clifton Diocese Liturgical Diary available from

www.cliftondiocese.com

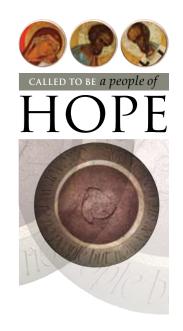
Resources from www.cliftondiocese.com from Advent 2009

OTHER RESOURCES

The Constitution on the Sacred Liturgy (Sacrosanctum Concilium) Second Vatican Council 1963. This document outlines the Council's vision for understanding the reform and promotion of the liturgy **www.vatican.va**

General Instruction of the Roman Missal CTS Publications 2005, The Church's official guide as to how Mass should be celebrated.

Celebrating the Mass CTS Publications 2005, a pastoral guide intended to assist understanding of the Mass.



10 Second Vatican Council The Constitution on Sacred Liturgy (Sacro sanctum Concilium) www.vatican.va





FORMATION

GUIDING PRINCIPLE

✓ Transforming Christian education invites students to imagine other ways of living and being. Such education is transforming if it leads people to a new relationship with the world, with one another and with God. ✓ 🕶

PASTORAL GUIDELINES

"We want to see each child and young person feeling well prepared for the next phase of growing up at each stage of their journey to adulthood." 12

As well as the stated outcomes of 'Every Child Matters' we see spiritual development as key to living a full adult life. The school can help all members of the community grow in their understanding of the Trinity and deepen their relationship through knowledge of the content of faith, the experience of faith and witnessing acts of faith. Formation is a lifelong activity and applies to every member of the school community. Formation of staff and governors is especially important.

SCHOOL ACTION

- Ensure that at least one inset day every year is devoted to an understanding of the Catholic faith.
- Reflect on the curriculum as a whole ensuring that it reflects an understanding of Christian life.
- Foundation governors should continue to develop an understanding of their ministry as representatives of the Bishop.
- Ensure your school's development plan sets priorities and targets that reflect the unique role of Catholic schools.
- Encourage parents to continue to grow in their own understanding of faith.
- Ensure RE has a key role and is the core of the curriculum.

DIOCESAN RESOURCES

The Department for Schools and Colleges offers a continuing programme of **inset days** and resources from **www.cliftondiocese.com**

The Department for Schools and Colleges has produced a series of booklets identifying a Catholic approach to current issues including 'Every Child Matters' and 'Values and Virtues'

OTHER RESOURCES

Catholic Agency to Support Evangelisation is dedicated to equipping Catholic individuals, parishes and schools to become involved in the task of evangelisation.

www.caseresources.org.uk

Catechism of the Catholic Church. Geoffrey Chapman Publications 1994 A statement of the Church's Faith and Doctrine.

General Directory for Catechesis. CTS Publications 1997 The Church's directory on how to implement and teach the Catechism.

11 Paths and Stories Kevin Treston 1991

12 Children's Plan Building Brighter Futures www.dcsf.gov.uk

FAMILY LIFE

GUIDING PRINCIPLE

If God wished to be born and to grow in a human family. Thus he consecrated the family as the basic and ordinary way of his meeting with humanity. **If** 13

PASTORAL GUIDELINES

Parents are the first teachers of their children. Supporting families is a concern of all schools "The government needs to do more to back parents and families. Families are the bedrock of society and the place for nurturing happy, capable and resilient children. Some families need more intensive help than others". Not only do we support this view but also recognise that 'Home is a Holy Place'. Could schools therefore try to support parents, grandparents and carers, as they promote the spiritual development of their children and to help them deepen their appreciation of the vocational nature of marriage and family life?

SCHOOL ACTION

- Continue to encourage parents to take part in the prayer life of the school and provide support and resources for parents to pray at home with their children.
- Consider what help the school might provide for the pupils whose families are experiencing difficulties, broken relationships, and bereavements.
- Review your policy for relationship education making sure that it is cross curricula in approach and clearly reflects the understanding of the Catholic Church.
- Continue to develop Bishops' Conference initiatives, as far as they apply to schools, which aim to support family life.

DIOCESAN RESOURCES

Diocesan Coordinator for Marriage and Family Life, Anne Marie Sparrow, contact at annemarie.sparrow@cliftondiocese.com

OTHER RESOURCES

Home is a Holy Place. This a Bishops' Conference initiative for family life. www.homeisaholyplace.org.uk

Marriage Care

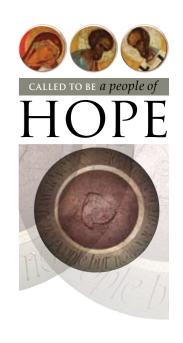
www.marriagecare.org.uk

Bishops' Conference

www.catholicchurch.org.uk

Association of Separated and Divorced Catholics.

www.asdcengland.org.uk



13 Pope Benedict XVI homily on the feast of the holy family 2006

14 The Children's' plan ' Building Brighter Futures' Dcfs Published by TSO or download from www.dcsf.gov.uk/ childrensplan





VOCATION

GUIDING PRINCIPAL

In a church which is totally vocational all are vocation promoters. Blessed are you, then, if you can express with your lives that to serve God is beautiful and fulfilling, and reveal that in Him, the living one, is hidden the identity of every living person.

PASTORAL GUIDELINES

Every person has a specific vocation. Teaching itself is a vocation and teachers need to be supported and helped to discover the richness and meaning inherent in God's call to them. In the mind of God each person is created for good purposes. The school can create a culture of vocation enabling young people to ask questions about the meaning of their lives and providing opportunities where they can discover, reflect and respond to God's call.

For some young people, God's call will lead to a vocation to the priest-hood or to religious life and the school should help them discover this call.

SCHOOL ACTION

- Create a culture of vocation using 'Building a Culture of Vocation (Schools)'.
- Encourage an awareness in the school community of 'In Verbo Tuo'.
- Link with the parish to celebrate Vocations Sunday.

DIOCESAN RESOURCES

These include discussion documents for pastoral councils, multi-media presentation, videos, powerpoints, posters, leaflets and testimonials available from:

Fr Robert King Vocations Director, 103 Queens Road, Clifton, Bristol BS8 1LL. **www.cliftondiocese.com** 0117 914 0003. **robert.king@cliftondiocese.com** Fr Robert will provide help for those planning a vocations day in school.

'Building a Culture of Vocation' (Schools) a resource to help schools promote vocations.

www.cliftondiocese.com

OTHER RESOURCES

National Office for Vocation

www.ukpriest.org

'In Verbo Tuo' New vocations for a New Europe.

www.vatican.va

Catholic Agency to Support Evangelisation (CASE)

www.caseresources.org

Compass Points is sponsored by a group of Religious Orders and Congregations in England and Wales.

www.compass-points.org.uk

15 'In Verbo Tuo' New vocations for a New Europe by Congress on Vocations to the Priesthood and to the Consecrated Life in Europe. 1997 www.vatican.va

SOCIAL COHESION

GUIDING PRINCIPAL

If the development of peoples depends above all on a recognition that the human race is a single family working together in true communion not simply a group of subjects who live side by side ... As a spiritual being the human creature is defined through interpersonal relations. The more authentically he or she lives these relations, the more his or her personal identity matures.

PASTORAL GUIDELINES

Catholic schools aim to promote an understanding of the human person as a relational being, and a respect for diversity which attempts to understand rather than to simply coexist. We believe that social cohesion is more than tolerance. We have a concern for truth, a belief that some values are non-negotiable and this leads us to seek not to eliminate difference but to appreciate and critically evaluate the values held by others. The formation of pupils who will seek the promotion of the common good is at the heart of our mission.

SCHOOL ACTION

- Help pupils develop moral reasoning, to understand themselves as members of broad community.
- Ensure pupils deepen understanding of other faiths and beliefs.
- Ensure those from other denominations feel they are included in the prayer life of the school.
- In all curriculum areas promote understanding and respect for other cultures.
- Welcome visitors from different cultural and faith backgrounds.
- Aim to put into practice the philosophy and action outlined in the document 'Catholic Schools and Children of other Faiths'.

DIOCESAN RESOURCES

Ecumenical Commission helps educate parishes in ecumenical work. www.cliftondiocese.com

Interfaith Officer Fr Robert King 0117 914 0003.

www.cliftondiocese.com

'Every Child Matters' and Section 48 Guidelines from www.cliftondiocese.com

OTHER RESOURCES

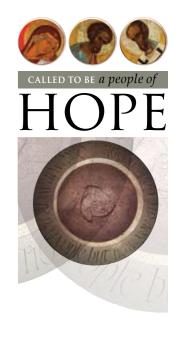
Caritas in Veritae Pope Benedict XVI

Bishops' Conference of England and Wales Department of Dialogue and Unity.

www.catholicchurch.org.uk

'Catholic Schools and Community Cohesion' Catholic Education Service guidance 2008.

www.cesew.org.uk



14 Caritas in Veritae. Charity in Truth. Pope Benedict XVI para 53, 2009

ACTING JUSTLY

GUIDING PRINCIPAL

I This is what the Lord asks of you, only this: that you act justly, that you love tenderly, and walk humbly with your God **I** I 15

PASTORAL GUIDELINES

Every school needs to be aware of its responsibilities to the wider world, "If children learn that they have the ability to enrich the lives of others, give support, show they care, change things for the better and improve their environment, they are much more likely to engage with society beyond the school gate as responsible citizens." ¹⁶ Catholic schools need to be a community which accepts that every individual has a basic dignity that comes from God; to believe that we are challenged to see the presence of Christ in our neighbour, that we are called to have an option for the poor and to accept our full share of responsibility for others. "Catholic schools are not in existence simply to serve Catholic needs and to throw around themselves a protective shield but to encourage and enable students to become active citizens contributing to the common good of society." ¹¹⁷

SCHOOL ACTION

- Reflect on whether the school's policies and practices model a just environment.
- Encourage pupils and staff to develop an understating of Catholic social teaching and its impact.
- Encourage staff and pupils to be actively involved in supporting charities both at home and overseas.
- Encourage an awareness of the needs of the most vulnerable members of the school community and of society.

DIOCESAN RESOURCES

Clifton CAFOD. Catholic Agency for Overseas Development, the official overseas development and relief agency of the Catholic Church in England and Wales **www.cafod.org.uk**

Clifton Diocese Justice and Peace Commission. Supports and encourages individuals and groups working for justice and peace around the diocese. justiceandpeace@cliftondiocese.com www.cliftondiocese.com

OTHER RESOURCES

Caritas Social Action. Dedicated to the eradication of poverty and social inequality. Caritas provides assistance to the most vulnerable on behalf of Catholics around the world.

www.caritas-socialaction.org.uk

St Vincent de Paul Society. International Christian voluntary organisation dedicated to tackling poverty and disadvantage by providing direct practical assistance to anyone in need.

www.svp.org.uk

National Justice and Peace Network. Links people who have a concern for justice and peace and offers support and advice for groups and individuals. www.justice-and-peace.org.uk

Catholic Association for Racial Justice. Works towards creating the culture where people are made to feel welcome. **www.carj.co.uk**

Pax Christi. A Gospel-based international movement for peace which produces material for schools each year to encourage support for Peace Sunday. **www.paxchristi.org.uk**

- 15 Learning to make a positive contribution, The Qualifications and Curriculum Development Agencies on Every Child Matters. www qcda.gov. uk/15304.aspx
- 16 Learning to make a positive contribution QCA on Every Child Matters. www.qcda.gov.uk/15304.aspx
- 17 2003 Bishop Declan Address to Headteachers' Conference

ENVIRONMENT

GUIDING PRINCIPAL

II The environment is God's gift to everyone and in our use of it we have a responsibility towards the poor, towards future generations and towards humanity as a whole. **II** 18

PASTORAL GUIDELINES

All schools are called to be aware of environmental concerns, but Catholic schools should help pupils discover a sense of wonder and awe about the whole of creation. The curriculum needs to reflect a holistic approach to creation. Pupils should be helped to evaluate philosophies and technology in the light of their understanding of the Church's teaching.

SCHOOL ACTION

- Celebrate the wonders of creation in prayer and worship.
- Within the curriculum ensure moral implications of technological and scientific developments are evaluated.
- Ensure policies and practices support the 'living simply' approach.
- In the case of new-builds or where technology is being replaced ensure they are sustainable and environmentally friendly.
- School purchases should also aim to be as far as possible based on sustainable and environmentally friendly products.

DIOCESAN RESOURCES

An outline to an environmental approach in schools will be available from

www.cliftondiocese.com in January 2010

Sounds of Many Waters website www.soundsofmanywaters.org

OTHER RESOURCES

Caritas in Veritae Charity in Truth Pope Benedict XVI www.vatican.va

'The Call of Creation: God's Invitation and the Human Response' www.catholicchurch.org.uk

Operation Noah Aims to encourage Britain and Ireland's churches to lead simpler and more sustainable lifestyles.

www.operationnoah.org.uk

'Safeguarding the Environment'. Chapter 10 of the Pontifical Council for Justice and Peace Compendium of the Social Doctrine of the Church www.vatican.va

Eco-Schools

Government website to support schools wishing to become eco schools www.eco-schools.org.uk

CALLED TO BE a people of HOPE

18 Caritas in Veritae. Charity in Truth Pope Benedict XVI para 48



PRAYER FOR SCHOOLS

II Our entire existence and being should shout the Gospel from the rooftops.

Our entire person should breathe Jesus.

All our actions and our entire life should proclaim that we belong to Jesus.

Our lives should be a mirror image of an evangelical life.

Our entire being should be a living sermon,
A reflection of Jesus,

something that proclaims
Jesus, that makes others
see Jesus, and that shines
like an image of Jesus.

AMEN

BLESSED CHARLES DE FOUCAULD







