

*St Thomas More  
Catholic Primary School*

*Chaplaincy Policy*

*Adopted by Governing Body: March 2026*

*Review: March 2028*

*“Try to be like Jesus in all that we think, do and say.”*

### **Introduction**

*In the light of our Mission Statement, Chaplaincy is understood as the way help and encouragement is offered to staff and pupils as they try to fulfil their respective roles within the school community. We recognise and appreciate the role played by staff, parents, priests, governors and pupils as we try to fulfil our aim of “Try to be like Jesus in all that we think, do and say”*

### **Chaplaincy**

*St Thomas More Catholic Primary is part of a family of schools within Our Lady Immaculate Catholic Academies Trust. The Trust is committed to developing Chaplaincy across its schools. A Chaplaincy Committee containing Directors, Academy Representatives, senior staff, teaching staff and support staff meet regularly and report to the OLICAT Board of Directors on Chaplaincy/ Catholic Life across the schools within the Partnership. The school is also supported by a Trust Chaplain.*

### **The School Aims**

*Our core aims establish what is at the heart of all we do at St Thomas More. Written by staff, our aims are encompassed by these four key words:*

#### **Learn**

*We aim to create successful learners who enjoy learning, make progress and achieve.*

#### **Love**

*Loving individuals who are able to live safe, healthy and fulfilling lives.*

#### **Play**

*Team players who make a positive contribution to society.*

#### **Pray**

*Prayerful individuals who are able to recognise God's love and support to drive them forward.*

### **People in the Chaplaincy Team**

*The St Thomas More Catholic Primary chaplaincy team is a collaborative ministry which brings together in a partnership people who, through faith, have different gifts and skills to offer. Our chaplaincy team at St Thomas More Catholic Primary School consists of:*

*Headteacher*

*RE Subject Leader*

*Senior Leaders*

*Support Staff*

*The school chaplain who celebrates masses in school and is a regular visitor to the classrooms.*

*A governor, who takes a specific interest in RE.*

*School Catechists*

*There is also the opportunity for child led chaplaincy. Pupils are invited to be part of the Chaplaincy team, alongside past pupils too, at appropriate meetings.*

*The welfare of staff and pupils is given high priority by the leadership. However, through the pastoral care exhibited towards the needs of the pupils, all members of staff within the school contribute to a whole school approach to Chaplaincy.*

### **Responsibilities**

*The Chaplaincy team aim to:*

- *Support the school in emphasising its spirituality and Catholicity as set out in the school's mission statement.*
- *support and encourage the school's pastoral care for the whole school, pupils, staff and parents;*
- *promote, plan and organise the celebration of liturgies and co-operate with others in developing the school as a Catholic Christian community;*
- *Develop opportunities for staff, pupils and parents to become involved in charity work and gain an understanding of social justice;*
- *Develop wider opportunities and collaborative practice within the Trust partnership.*

### **Liturgy**

*While our chaplain celebrates school mass, all staff and pupils take responsibility, and are involved, in the preparation of school and class masses and other liturgical events, such as an Ash Wednesday Service.*

*(See Liturgy Policy)*

## Sacraments

*Children are prepared for Reconciliation and Eucharist in Year Three. During this time of preparation, staff, parents, Catechists and priests all contribute to the children's spiritual development.*

*Children regularly have the opportunity to receive the Eucharist at school and class Masses.*

*The chaplain offers children the opportunity to receive the Sacrament of Reconciliation on a regular basis.*

*Children are prepared for Confirmation during Year Six. The responsibility for this lies with the class teacher with input from parents, clergy and other members of our school community, such as the lead Catechist.*

## Planning and Organisation

*The school management team, in liaison with the chaplain, organises the dates of school masses. All staff are made aware of the dates at the beginning of each academic year, so that they can plan for their mass accordingly.*

*Class liturgy is organised by the class teacher in consultation with the R.E. coordinator and the chaplain.*

*The Sacraments of Reconciliation, Eucharist and Confirmation are all celebrated at the St. Edward's Parish Church.*

## Pastoral Support for Staff and Pupils

*We appreciate the value of pastoral support and actively encourage staff and pupils to share any concerns they may have. The leadership team and Chaplaincy team actively seek to develop strategies to support staff and pupil wellbeing.*

*The following are examples of these strategies:*

- There are clear policies in place which outline strategies to ensure pupils are well cared for and are aware of what to do if they have any concerns. E.g Safeguarding Policy, Behaviour and Anti-bullying policy.*
- The school has a Wellbeing Lead, who co-ordinates support for pupils with well-being issues and liaises with families to support pupil well-being.*
- Information on pupils is regularly shared by staff to ensure all staff who need to be aware are informed of any concerns.*
- Staff meet regularly (daily/weekly) and opportunities are planned for staff to meet socially. The leadership is approachable and supportive of their staff.*

### **Reporting**

*Information on Religion, Chaplaincy and Catholic life is reported at each governors meeting and Chaplaincy issues are discussed regularly.*

### **Confidentiality and Child Protection**

*The school follows the OLICAT Safeguarding policy.*