

SACRED HEART HIGH SCHOOL



CHAPLAINCY POLICY

MARCH 2024

To be reviewed for November 2027

*This Policy should be read in conjunction with
all other Sacred Heart High School Policies*

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1 INTRODUCTION

Our Chaplaincy at Sacred Heart is named the Kairos Centre. This Greek word is defined as 'the right moment in time to take action or make a decision; an opportunity to be seized.'

Often, Christians refer to Kairos as 'God time'. We seek to provide a time and space for our pupils to seek and experience God's love, whilst living out their faith, and serving one another and our wider community through the 5 Sacred Heart Goals of Education.

2 RATIONALE

The work of the Kairos Centre is at the core of everything that we do for the young women at Sacred Heart High School.

Our mission statement explains:

'We are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. Above all else, this community works together to bring one another to an awareness of the fullness and meaning of their life, rooted in the love of God. Also, we build in the distinctive nature of a Sacred Heart School, the charism of the Society of the Sacred Heart.'

Being consecrated to GLORIFYING THE HEART OF JESUS:

To answer His call to discover and reveal His love letting ourselves be transformed by His Spirit so as to live united and conformed to Him, and through our love and service to radiate the very love of His Heart.'

Through this the young women in our school will grow in faith and develop their spiritual life. Our community extends beyond our pupils and we aim to support both teaching and non-teaching staff, parents and families as well as our local community.

3 AIMS

The School Chaplain aims to:

- Work with all members of the school community and the Goals Co-ordinator to ensure our mission statements and the Goals of Sacred Heart Education are integral to and realised in all parts of school life
- Support the prayer and sacramental life of the school
- Enable all members of the community to understand the charism of the Society of the Sacred Heart
- Be approachable, supportive and available to all members of the school community and develop the relationship between home, school, parish and wider community
- Offer a place for support, prayer and reflection within the heart of our school community
- Encourage the active support of governors, staff, pupils and parents in the liturgical life of the school
- Develop opportunities for pupil leadership
- Support whole school policies especially the Living and Learning and Mental Health policies
- Support all aspects of learning

The Kairos team work closely with

- Head teacher and Ethos committee of the governors
- Assistant Headteachers, Year Team Leaders and Form tutors
- RE department where applicable

4 'IN SCHOOL' COLLABORATION

The Kairos team work closely with

- Head teacher and Ethos committee of the governors
- Assistant Headteachers and Form tutors
- RE department where applicable
- Goals Co-ordinator

5 RESPONSIBILITIES

5.1 Kairos Centre

The Kairos Centre are responsible for:

- Creating varied opportunities for appropriate worship including retreats and liturgical celebrations
- Providing resources and training for tutors for daily worship and assembly preparations
- Working in partnership with subject departments when appropriate
- Supporting and informing the Assistant Head Teachers and Year Team Leaders in their role as Pastoral Leaders with regards to the spiritual and prayer life of our school community.
- Informing and encouraging all pupils about Sacred Heart Goals
- Fundraising for local, national and international projects.
- Developing an understanding within the school community of Catholic Social Teaching and its implications for Social Justice
- Engaging pupils through the student led Kairos Team to develop the aims of the Kairos Centre.
- Networking with other Sacred Heart schools, local parishes and the Diocese of Westminster
- Collaborating with other Catholic organisations such as CAFOD, Catholic Children's Society, Mary's Meals.
- Monitoring prayer and worship in tutor groups assisted by the Assistant Headteachers and the Senior Leadership Team.
- Establishing the Chapel, Prayer Room and Kairos Centre as the heart of our school community where pupils feel welcomed and included in acts of worship, faith-based discussions and opportunities for fundraising and raising social awareness.

- Supporting individual pupils and members of staff as needed with issues of bereavement and loss or in times of personal difficulty
- Collaborating with the TACT team to provide small group and individual support for vulnerable pupils or those in need.
- Supporting and developing the faith journey of 6th form pupils

5.2 Form Tutors

The Form Tutors are responsible for ensuring:

- An act of collective worship, which take place daily with adequate time allocated, which makes use of the Prayer and Worship Themed Calendar for each week.
- Preparation of form assembly in collaboration with and supported by the Kairos Team
- Time for reflection
- The celebration and achievement of the pupils in the Goals of Sacred Heart education through the Goals Graduates programme
- Organising/promoting fundraising in Advent and Lent

5.3 Assistant Headteachers

The Assistant Headteachers for each Key Stage are responsible for ensuring: -

- Monitoring and supporting prayer and worship of their Key Stage
- Sacred Heart Goals are celebrated and achieved at their Key Stage

5.4 Members of Teaching Departments

Members of teaching Departments are responsible for ensuring: -

- The curriculum is delivered to include spiritual and moral development of pupils where relevant
- There are opportunities for pupils to help them achieve the 5 Goals of Sacred Heart education

5.5 Other Responsibilities

- Chair of Ethos Committee makes termly visits to evaluate our action plan and policy through reports/observations and consultation
- The Headteacher through line management meetings and observations monitors the action plan and policy
- Liaising with the Goals Co-ordinator (as referred to below)

6 THE GOALS CO-ORDINATOR

The Sacred Heart Goals outline the core principles and values of Sacred Heart education, creating a strong bond among the Network of Sacred Heart schools. These five goals were first developed in 1975 in the United States, and later introduced into the Province of England and Wales in 2005.

The Sacred Heart Goals are:

- An active faith in God
- A deep respect for intellectual values
- A social awareness that impels to action
- The building of community as a Christian value
- Personal growth in an atmosphere of wise freedom

Each school in the Province of England and Wales has appointed a Goals Coordinator responsible for:

- Liaising with the Chaplain and form tutors to ensure the goals are integrated into the prayer and worship life of the school.
- Embedding the goals in daily school life through the curriculum, pastoral system, extra-curricular activities, and collaborating with middle and senior leaders.
- Coordinating and monitoring the Junior and Senior Goals Graduates programme.
- Updating Graduate booklets and preparing for the launch of each goal, including the relaunch of all five goals next year to mark their 50th anniversary.
- Working with Goals Coordinators from other network schools on joint initiatives.
- Attending Goals Coordinator Network meetings (usually twice a year) with the Chaplain.

7 MONITORING AND EVALUATION OF ACTION PLAN AND POLICY

The policy will be monitored and evaluated through:

- visible evidence of the distinct culture and ethos of SHHS;
- learning walks/monitoring of worship; liturgies;
- the visible environment (displays prayer areas, etc.);
- Pupil Voice (including members of the student Kairos team);
- information gathered from parents/Staff Voice; and
- completion of an annual self-evaluation detailing strengths and areas for development.

8 RATIFICATION

This Policy has been approved and ratified by the Headteacher and Ethos Committee of the Governing Body in March 2024. The Policy will be reviewed for March 2027.



Mrs S O'Donovan, Headteacher



Dr Michael Phelan, Chair of the Ethos Committee