
Emmaus Catholic College

Kemps Creek



Pastoral Nights Protocols

2016

November 2015
To be reviewed December 2016

EMMAUS CATHOLIC COLLEGE

Pastoral Night Protocols

The following protocols are to be observed by all Leaders of Welfare when planning, organizing and attending College Pastoral Nights.

The Leader of Welfare (LOW) is responsible for the administration and conduct of their Year group when organizing and planning a designated Pastoral Night.

The Leader of Welfare and all Homeroom Teachers are responsible for providing active supervision.

A Pastoral Night will occur each term that is designed to build a sense of community within the year group.

The Leader of Mission (LOW) is required to ensure the following:

Key responsibilities are:

- complete an excursion form (yellow) 3 weeks prior to the scheduled event.
- risk assessment attached to excursion form.
- ensure parents are aware of the 'pick up' time for their son/daughter.
- provide a forum for members of the year group to discuss options for the Pastoral Night.
- provide homeroom teachers with an outline of the Pastoral Night (venue, time, involvement, expectations).
- keep a hard copy of the permission notes that MUST contain an evening contact telephone number for the student.
- student services will create a roll with the name and the latest contact phone number of each student attending the Pastoral Night.
- at the venue mark the roll in a designated area made known to the students before the activity commences.
- call the parent/guardian(s) of any student (s) who had indicated they would be attending the Pastoral Night and **failed** to arrived 30 minutes after the designated starting time.
- mark the roll at the END of the Pastoral Night in a designated area made known to the students
- instruct students to call or SMS parents towards the end evening to confirm transport arrangements.
- wait at the venue until ALL students have been collected by parent/guardian;
- inform the Assistant Principal of any telephone calls made to parents concerning the Pastoral Night.
- ensure their interaction with students is in accordance with College requirements.
- ensure there is active supervision by the LOM and staff attending throughout the evening.
- Generally Pastoral Nights are to be held 'off-site'.
- Meet the parents when students are dropped off and collect for the evening.

Permission Note must contain

1. Venue
2. Time activities commences and concludes
3. Cost
4. Supervision
5. Transport arrangements
6. Parent contact number for the evening