



**St Robert Southwell Catholic Primary School**

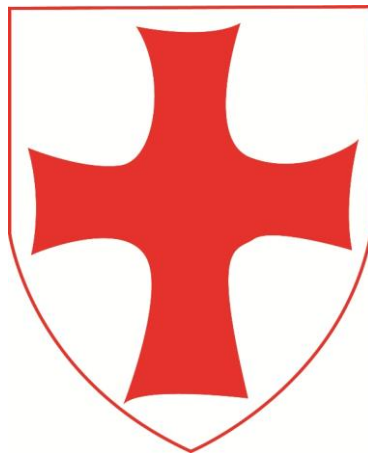
*Aiming for Excellence - Being the Best We Can Be*

# **St. Robert Southwell Catholic Primary School**

## **A school in the trusteeship of**



**Diocese of Westminster**



# **Catholic Life and Mission Policy**

**Approved by staff: April 2026**

**Adopted by Governors: April 2026**

**Next Review: April 2028**

**Responsible Person: Sinead Lay**

**Assistant Headteacher for RE and Catholic Life of the School**



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### MISSION STATEMENT

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward-looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.

#### **Summary:**

**Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness**

#### **Vision Statement**

#### ***Aiming for Excellence – Being The Best We Can Be***

- At School, At Home and in the Community
- Developing children who achieve well, are confident and are happy
- Young people who live their faith positively and contribute to the common good

#### **Wellbeing & Mental Health Vision**

To support everyone's wellbeing and mental health, so that they can be the best they can be, are happy together, resilient, ready to learn and succeed.

- Empowering everyone in the community to be emotionally literate
- Enabling stakeholders to develop strategies to manage their emotional wellbeing and mental health.

Our mission statement is the foundation of school life so all:

- Pupils have a clear understanding of its meaning and can articulate this at an age-appropriate level
- Staff embrace and implement the statement across daily school life through a range of opportunities e.g. behaviour expectations, interaction between staff, displays, assemblies, links in lessons etc.
- Parents and the wider community are informed about the mission statement through school signage, our newsletters, email footers, school policy documents, website and at parents' meetings and presentations.



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### **Catholic Life and Mission**

When Jesus is asked which is the greatest commandment, the answer is the same in all three of the synoptic Gospels: *'to love God with all your mind, heart, soul and strength, and to love your neighbour as yourself.'* This call to love is at the heart of the educational mission of our Catholic school.

It is a mission that is clearly echoed in the Second Vatican Council and Gravissimum Educationis which teaches that the purpose of an education that is distinctively Catholic is threefold -

- 'Firstly, to ensure that all pupils understand the faith that gives the school its identity as a Catholic school.
- Secondly, it is to ensure that all are invited to learn how to worship God in spirit and truth through the prayer and liturgy of the Church.
- Thirdly, is the formation of all to live in conformity with the pattern of human goodness, truth, and justice that we find in Jesus Christ.'<sup>1</sup>

This threefold mission is reflected in the three perspectives of the Catholic School Inspection process. Through religious education pupils are invited to love God with all their mind, through collective worship with all their heart, soul and strength and through the Catholic life and mission of the school to love their neighbour as themselves.

This policy on Catholic life and mission complements the school's Religious Education policy, the Prayer and Liturgy policy and the Relationships, Sex and Health Education policy.

The aim of this policy is to show how faithfully St Robert Southwell Catholic Primary School responds to the call to live as a Catholic community at the service of the Church's educational mission.

### **Catholic Life Team**

We have an extensive Catholic Life Team including:

- Parish Priest – provides spiritual guidance and sacramental support
- RE Link Governor – oversees RE curriculum and Catholic life provision
- Headteacher – leads the vision and mission of the school
- Deputy Headteacher – responsible for behaviour and pupil premium initiatives
- Assistant Headteacher (RE and Catholic Life) – coordinates RE curriculum and Catholic Life activities
- Assistant Headteacher (Inclusion) – supports inclusion across the school community
- Pupil Chaplain Leader – leads pupil chaplains and spiritual initiatives
- Catholic Life and Liturgical Support Link – supports liturgical planning, displays and Catholic Life events
- Inclusion and Parent Support Link – coordinates family and inclusion support
- Parish Links / Catechists – strengthen connections between school and parish, support faith education
- Eucharistic Ministers – support liturgical celebrations and sacramental life
- RSHE Lead / RJED Link – oversees Relationships, Sex and Health Education and racial justice initiatives.

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<sup>1</sup> CSI Inspection Handbook, page 2



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- World Faith Hinduism Lead – supports learning about Hinduism within the RE curriculum
- World Faith Christianity Lead – supports learning about other Christian denominations within the RE curriculum
- Sustainability Lead (Stewardship of Creation) – promotes environmental responsibility and Catholic Social Teaching initiatives

### **School Environment**

Visitors to St Robert Southwell are aware of the distinctive Catholic nature of the school through the physical environment, including the presence of images, Bible quotes, symbols, displays and statues in all areas of the school.

At St Robert Southwell, every effort is made to provide a spiritually uplifting, stimulating and aesthetically pleasing environment:

- The entrance of our school is welcoming and reflects our Catholic identity:
  - We have a portrait of our school saint
  - The mission statement is prominently displayed
  - Crosses from around the world are displayed
  - Church leaders are displayed alongside the School Parliament including the Pope and the Archbishop of Westminster
- There are displays in the corridors and around the school which reflect our different areas of Catholic Life which may include (subject to change):
  - Outdoor Stations of the Cross
  - A Catholic Social Teaching Display
  - A liturgical year display which changes to reflect liturgical seasons
  - St Francis of Assisi Display
  - Racial Justice Display
  - Charity Support Display
- All rooms have a cross / crucifix
- All classrooms have an attractive, well maintained prayer area as well as a Religious Education display.
- Each classroom has a 'prayer and liturgy' box with resources to support prayer and worship in the classroom with items such as liturgical coloured cloths, LED candles, coloured stones/pebbles, mini crosses, flowers etc.
- Each classroom has a Catholic Life Book
- Each classroom has a Prayer Progression Book of Common Prayers.
- Displays around the school (subject to change) celebrate our pupil groups for example: the School Council, the Mini Vinnies, the Pupil Chaplains and the Eco-council.
- The school has an outdoor prayer garden dedicated to Our Lady and other reflection spaces. They can be used throughout the school day.

### **Curriculum**

'The Catholic vision of education is distinctive and the beliefs it holds, the values and aspirations it has must inspire the whole of the curriculum.'<sup>2</sup>

Our school is a community of learning with a distinctive educational philosophy which is based on the Gospels. Whilst Religious Education is at the core of the core curriculum, this philosophy

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<sup>2</sup> CSI Framework



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permeates all our curriculum and activities as we recognise the needs of each individual member of the community.

At an age-appropriate level, pupils are introduced to the principles of Catholic Social Teaching, using resources designed for schools such as the Rooted in Love or CAFOD resources. There is an assembly each half term focuses on the principle of that half term, following the Rooted in Love overview. Pupils then complete a follow up task. We use age-appropriate resources to explore the teaching of the Magisterium in this area, including encyclicals such as Laudato Si' and Fratelli Tutti, as well as the YouCat, a condensed version of the Social Doctrine of the Church. In this way we are building our pupils' character (virtues) and moral compass, enabling them to respond to social and ethical issues in the world.

Pupils and staff are encouraged to engage with a range of awards that recognise the work that we do to implement Catholic Social Teaching. This includes the Oscar Romero, Social Impact School Award 2025, Super Kind Award and the London Eco Champions Award.

Relationships, Sex and Health Education is taught in a Catholic context recognising we are all made in God's image and likeness and fulfils the Department of Education, CES and Diocesan requirements. See our Relationships, Sex, Health and Education Policy.

World faiths are taught as part of the RE curriculum. See our RE policy. Learning about the religion and cultures of those who do not share the Catholic faith is one of the ways in which Catholic schools embody the call to love one's neighbour. It prepares our pupils for life in modern Britain, giving them an understanding of the beliefs of others.

### **Charitable outreach**

We aim to foster and develop an awareness of the needs of others: locally, nationally, and globally, and promote a spirit of generosity and compassion as taught by Jesus Christ. In assemblies, RE, PSHE and RSHE pupils learn about Catholic Social Teaching. Pupils learn that they must look after the environment and stand in solidarity with the poor and vulnerable. As a result, there are various projects, fundraising events and charitable outreach activities throughout the year co-ordinated by the Catholic Life Team.

- The school community are encouraged to bring in food for local foodbanks and the school is a permanent collection point for donations throughout the year.
- In Advent, a charity of the pupils' choosing is supported.
- During Lent, we raise funds for CAFOD through a variety of initiatives.
- We also raise funds for a variety of causes throughout the year chosen by the pupils e.g. a MacMillan cake sale or a fundraising raffle in aid of St Luke's Hospice.
- The Eco-council group have enhanced the way we recycle in the school and regularly open their eco-refill shop.
- We also support the St Robert Southwell Foundation.

Pupils are always encouraged to help each other as well as their parents, teachers and other people in the community. It is our aim that our whole school ethos is one that will foster and nurture a generous giving of self, and an appreciation and respect for others.



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### **Working for Social Justice**

Pupils are also taught the importance of standing up for social justice as an important aspect of Catholic life. There are planned opportunities for pupils to engage in campaigns for social justice:

- Work for climate change e.g. National Big Walk and Wheel week
- Reduce, reuse, recycle awareness
- Eco-refill shop led the Eco-council
- Litter pickers

### **Chaplaincy**

The spirituality and prayer life of the school are an evident part of its Catholic life and mission policy. The Prayer and Liturgy policy details the school provision. Chaplaincy provision at St Robert Southwell plays an important role in the spiritual and moral development of the whole community.

Our Chaplaincy Team consists of our Pupil Chaplaincy Staff Leader and the pupil chaplains from Year 5. Their role is to support each member of the school community to grow in their faith and to be part of the pastoral care system in school. They do this by:

- Being role models who live out the school's Christian values through kindness, respect and service to others in line with the school's mission statement.
- Support the spiritual life of the school by helping to plan and lead prayer, liturgies and moments of reflection.
- Encourage others to take part in prayer and worship activities across the school.
- Support and review classroom prayer areas, helping to ensure they are welcoming, meaningful and reflective of the Church's liturgical seasons.
- Work with staff to support key celebrations in the Church calendar and school liturgical events.
- Listen to and support members of the school community, helping to create a welcoming and caring environment.
- Represent the school's mission and values with responsibility, respect and compassion.
- Promote opportunities for prayer with associate classes linked to the liturgical year and Catholic Social Teaching principles.
- Meet one morning each week before school begins with the Pupil Chaplaincy Leader.

### **Mini Vinnies**

Mini Vinnie provision at St Robert Southwell plays an important role in the spiritual and moral development of the whole community. Mini Vinnies gives young people the chance to live out their faith through action, friendship, and service. The Mini Vinnie team is led by the Assistant Headteacher for RE and Catholic Life and is made up of pupils in Year 3 and 4. Their role is talk about issues in their community and plan activities that help others in need in the school and local community. They do this by:

- Being a positive role model by showing kindness, respect and care to everyone in the school community linked to the school's mission statement.
- Live out the Mini Vinnie mission to See, Think, Do – notice when people need help, think about what can be done and take action.
- Pray for those in need using the prayer initiative box available for pupils/staff on the Mini Vinnie board



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- Put Catholic Social Teaching into action by standing up for fairness, caring for those in need and helping to build a more just and compassionate world.
- Support charity and outreach activities such as food bank collections, fundraising and helping those in need.
- Help organise and promote school initiatives that encourage compassion, generosity and service such as praying for those in need.
- Work together as a team to plan ideas that make a difference in the school and wider community such as making kindness cards.
- Help care for and celebrate the school's faith life by reviewing Religious Education displays in classrooms.
- Share messages of kindness and service with other pupils and encourage them to get involved.
- Represent the values of the school with pride, responsibility and a caring attitude.
- Meeting regularly with the Mini Vinnie Leader to plan initiatives to live out the Mini Vinnie Mission

### **Catholic Life Ambassadors**

Catholic Life Ambassadors are pupil leaders who help to promote and strengthen the Catholic ethos of the school. Led by the Headteacher and as members of the pupil parliament, they play an important role in ensuring that the school's mission and values are lived out each day. In their role they:

- Encourage and support opportunities for prayer, reflection and spiritual growth across the school community
- Represent and promote Catholic values in everyday school life through actions, leadership and example
- Act as role models for the gospel values by demonstrating honesty, gentleness, respect, compassion and excellence
- Ensure that decisions made reflect our mission and vision
- Take a lead role at whole school assemblies and events
- Share faith-based messages through displays, notices or presentations

### **Wellbeing Ambassadors**

Wellbeing Ambassadors are chosen to help promote kindness, inclusion and wellbeing across the school. They are led and supported by the Assistant Headteacher for Inclusion. One pupil from each class is nominated for each day of the week, following a rolling rota so they keep the same day until the end of each term. Ambassadors wear a hi-vis vest so they are easy to spot on the playground, ensuring there is always someone available from every class. Pupils are encouraged to take pride in this role and act as positive role models. In their role they:

- Promote kindness, respect, and inclusion, following Christian values
- Look out for pupils who feel left out and invite them to join in
- Encourage sharing, patience, forgiveness and kind words
- Help new or younger pupils feel welcomed as part of God's family
- Listen with care and compassion to those who feel sad or worried
- Offer simple acts of kindness, friendship and support
- Use tools like the buddy bench to help others find friendship



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- Help create a happy, peaceful playground where everyone feels valued
- Share ideas to improve wellbeing and support others
- Work as a team and support one another
- Show love and care but ask an adult for help when needed

### **School Community**

St Robert Southwell is a welcoming place for pupils, families, and members of staff from all faiths and none. We value everyone as precious and unique creations made in God's image. We therefore go the extra mile to understand each person's needs and enable them to live and pray in fidelity to their own beliefs and commitments, for example:

- We actively work to make our school anti-racist through our Racial Justice, Anti-Racist and Equality statement.
- We create displays celebrating local faith and cultural festivals in line with their relevant times of the year such as Diwali and Lunar New Year.
- We ensure our pupils are provided with food that meets their (religious) requirements.

Recognising that Christ is at the centre of our school we strive to support and value each member, especially the most vulnerable. Our behaviour policy is driven by our belief that all are unique and made in God's image and likeness. See our Behaviour Policy.

Through our work in RE, pupils learn about the Universal Church and how we belong to a global family. St Robert Southwell recognises that it is part of a family of Catholic schools and works collaboratively with local Catholic schools in clusters and across the diocese. We also work with our local non-Catholic schools to ensure all schools flourish.

At St Robert Southwell all are encouraged to live life to the full and reach their full potential. Members of staff have opportunities to take part in the diocesan training such as CCRS and Foundation Stones. New teachers are enrolled on the Diocesan New to Catholic Education or ECT training as part of their induction to teaching in a Catholic school.

### **Parents**

Parents are the first teachers of their pupils, and we work in partnership with them.

Parents are invited to attend a variety of school events throughout the year which include: curriculum meetings, class Mass visits, whole school Masses, celebrations of the word, prayers which take place in school such as during the month of the Holy Rosary, year group liturgies etc.

They are encouraged to participate with their children by for example:

- During Advent the posada travelling cribs are sent home in Reception, encouraging a time of sharing and reflection
- Supporting RE homework when directed
- During October and May 'Rosary bags' are sent home to encourage families to spend time praying together.
- During October and May, parents are encouraged to join our class Rosary sessions in Our Lady's garden with their children.
- Parents are encouraged to join the Friends Association to help organise and host a range of events for our school community. All funds raised support and enhance the provision we offer for our pupils and families.



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Parents are encouraged to share their views through questionnaires, as well as at parent curriculum meetings and parents' evenings. St Robert Southwell operates an open-door policy and senior staff are regularly available on the playground at the beginning of each day.

### **Parish Links**

Links with the local parish are a vital part of Catholic life in school. We have a strong relationship with the Parish of St Sebastian and St Pancras, Hay Lane, Kingsbury.

- Pupils visit the church to look at the different aspects and features of a church.
- The priest supports the teaching of curriculum in RE and the delivery of Prayer and Liturgy by leading INSETS for staff.
- Links with the priest are strengthened as he celebrates various liturgies in the school with the pupils and staff, including Mass and the commissioning of the Mini Vinnies.
- We support the work of the parish and act as a collection point for donations.
- We also share communications from the parish priest with our school community to encourage attendance at church, participation in the sacraments and involvement in church events.
- The priest visits our school to lead reconciliation with Year 3, 4 and 5.

### **The Coordinator/Lead for Catholic Life and Mission**

The Coordinator for Catholic life and mission is the Assistant Headteacher for RE and Catholic Life.

### **Policy Monitoring and Review**

This policy is monitored by the Assistant Headteacher for RE and Catholic Life and the Headteacher and is evaluated and reviewed by the whole school staff and governors every three years, with the Foundation Governors playing an important role in this process.



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### Appendix 1

#### The Role of the Senior Leader/Coordinator for Catholic Life and Mission

Job Title	Assistant Headteacher with responsibility for RE and Catholic Life of the school and Coaching and Mentoring
Reports to	Headteacher
This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Headteacher. It is vital that you have the ability and willingness to be flexible and versatile within this role	
Safeguarding	St Robert Southwell is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment
Role Summary/Core Purpose	<p>The Assistant Headteacher for RE and Catholic Life of the school and Coaching and Mentoring plays a central role in ensuring excellence in provision for Religious Education and an enriching experience of liturgy, prayer and worship promoted through broad Catholic Life Provision. This role encompasses the strategic leadership of RE and the Catholic Life of the School in line with the school's Catholic values, ensuring that every child feels welcomed, supported, and enabled to succeed. The postholder will take a lead role in promoting and sustaining the spiritual, moral, social and cultural development of all pupils in accordance with the teachings of the Catholic Church.</p> <p>The Assistant Headteacher will also provide coaching and mentoring for staff to ensure that that every child, regardless of need, background, or ability, can access an inclusive, high-quality education in a safe and nurturing environment.</p> <p>Provide regular reports orally and in writing to the Governing Board and other stakeholders. You will also take part in internal and external school reviews.</p>
Position in staff structure	This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Team. This post holder is accountable to the Headteacher. This post holder is to deputise for the Deputy Headteacher and Head teacher in their absence. As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.



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<b>Strategic Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead on all provision for RE and CLOS and take responsibility for the day-to-day operation of RE and CLOS provision</li><li>• Lead on the allocation and prioritising of all resources for RE and CLOS, advising on best evidence and arranging purchasing</li><li>• To lead, support and advise staff in relation to RE and the Catholic life at the School</li><li>• To take responsibility for the day to day operation of RE and CLOS provision</li><li>• Secure appropriate training for yourself and all staff to enable delivery of high quality RE</li><li>• Establish, organise, maintain and develop relevant resources for staff and children to support achievement.</li><li>• To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in the teaching, planning, research, assessment and record keeping</li><li>• Contributing to the development and implementation of relevant school policies</li><li>• Ensuring good communication across the school.</li><li>• To provide professional guidance, ensuring high quality Teaching and Learning in order to secure high standards and the effective use of resources</li><li>• To advise the headteacher, staff and governors on the application of relevant diocesan and national guidance in relation to RE</li><li>• To assist with the monitoring of teaching, learning and standards of children across the School</li><li>• To analyse and interpret all appropriate evidence both in school and from outside, to inform, policies, practices, expectations, targets and teaching methods</li><li>• To analyse data effectively and feed back to HT, senior team and stakeholders</li><li>• To work with pupils, parents and staff to develop all aspects of the Catholic Life of the School</li><li>• To meet statutory deadlines</li><li>• To plan and prioritise tasks</li><li>• To actively support whole school improvement</li><li>• Building strong, positive partnerships with families, external agencies and other stakeholders to ensure the best outcomes for pupils and the community</li></ul>
<b>Management of people</b>	<ul style="list-style-type: none"><li>• To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the mission, ethos, aims and values of the school</li><li>• To lead, support and advise staff in relation to the RE Curriculum and CLOS</li><li>• Line management responsibilities for students and ECT's</li><li>• Liaison with Phase Leaders and Year Group Leaders</li><li>• The role includes professional conversations (1-1), coaching and contributing to the planning and delivery of high-impact CPD and co-planning interventions and targeted support for staff who request or are supported with coaching and mentoring</li></ul>



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	<ul style="list-style-type: none"><li>• Work closely with teachers to build capacity, offer professional guidance and ensure consistency in inclusive pedagogy and differentiated classroom practice</li><li>• To contribute to the school CPD</li></ul>
Key Aspects of the Role	<b>Fulfilling the mission through Inclusive School Leadership Leadership of CLOS and Mission</b>