


Policy		
Policy Name		
Bereavement		
No.1	Version 1.2	
Date 30/3/16	Review led by Julia Billsborrow	
Date Endorsed		

Purpose

- As a Catholic faith community, working in partnership with parents and students, we need to acknowledge and show our support to the families of members of our community who die.

Scope

- St Paul's Catholic Primary School Nightcliff
- St Paul's Early Learning Centre Nightcliff
- St Paul's Outside School Care Nightcliff

Definitions

Policy Statements

- A death in the school community can be acknowledged in the following ways:

Current members of the school community

- school community notified through the newsletter;
- card and flowers sent to the family;

Current members of the school community include:

- children enrolled at the school and their immediate families (father, mother, siblings)*
- staff employed at the school and their immediate families (spouse, children)*

Past members of the school community

- school community notified through the newsletter;

- card and/or flowers sent to the family.

Past members of the school community include:

- *students who were previously enrolled at the school and their immediate families (father, mother, siblings)*
- *staff previously employed at the school and their immediate families (spouse, children).*

The School Board may decide to publicly acknowledge the death of a past member of the school community (i.e. notice in the NT News) in certain circumstances. E.g:

- if the person made an outstanding contribution to the school (through fund-raising, as a benefactor, or as a member of the School Board);
- if the person left the school community in the previous three (3) years, so is still well known by many members of the school community.

This decision will be left to the discretion of the members of the Board.

Supporting Documents and Processes

Review Date

- This policy will be up to for review in 2019

References

Revision Record

Date	Version	Revision Description
30/3/16	1.1	No changes necessary