



ST MARY'S  
CATHOLIC SCHOOL

## POLICY ON BEREAVEMENT

### Rationale:

To ensure that all members of the school community receive support at this difficult time.

### Guidelines:

- Staff receiving information regarding a bereavement should notify the Headteacher who will inform the Deputy Headteacher, Assistant Headteachers, Chaplain, Learning Coordinator and Form Tutor. The lead manager will usually be the Deputy Headteacher. This role may be taken by another senior manager where this is more appropriate.
- Parents will be encouraged, via the New Intake Booklet, to report bereavements to the Deputy Headteacher
- Support will be offered in the form of:
  - ◆ a Mass for the deceased, with the family invited to join with the school community
  - ◆ telephone support
  - ◆ home visits where appropriate
  - ◆ adjustments to working hours and responsibilities
  - ◆ school representation at the funeral
- Outside agencies will be notified if appropriate, in line with the Staff Well-being Policy, and the Critical Incident Recovery Plan. The school Chaplain will be included as appropriate.
- Diocesan, parish and governor links will be activated, where appropriate.

### Evaluation Criteria:

Bereaved members of the school community feel that there has been community support, pastoral care, and concern for the individual and his/her family.

Governor Committee: School Improvement Committee

Reviewed: April 2019

Next review: April 2023