

Pastoral Care Policy



Adopted on:

Reviewed on:

At St. Patrick's and St. Brigid's we believe that children reach their true potential when we provide a happy, safe and caring environment which is both challenging and encouraging. Making connections and building relationships forms the basis of our school ethos and this is reflected in our approach to providing quality pastoral care for our students. We fervently believe that the needs of the child are paramount and should be central to any strategies employed to support the child's learning, personal development and social, emotional and behavioural needs.

We aim to assist our pupils in becoming respectful, happy, aspirational, secure, responsible and resilient young adults who can contribute positively to the local and wider community and respond to the many challenges life will present. To achieve this aim there are clear links between pastoral and curricular provision designed to identify pupil needs, provide appropriate support for pupils and promote positive behaviour and high academic achievement.

Although each member of staff contributes to creating a safe and caring environment and sets high expectations for our pupils, there are teachers who have specific responsibilities for managing and implementing key aspects of our pastoral care provision.

Fig 1 shows how pastoral care is supported in our school.



Figure 2 below represents the level of communication required to support Pastoral Care throughout our school.

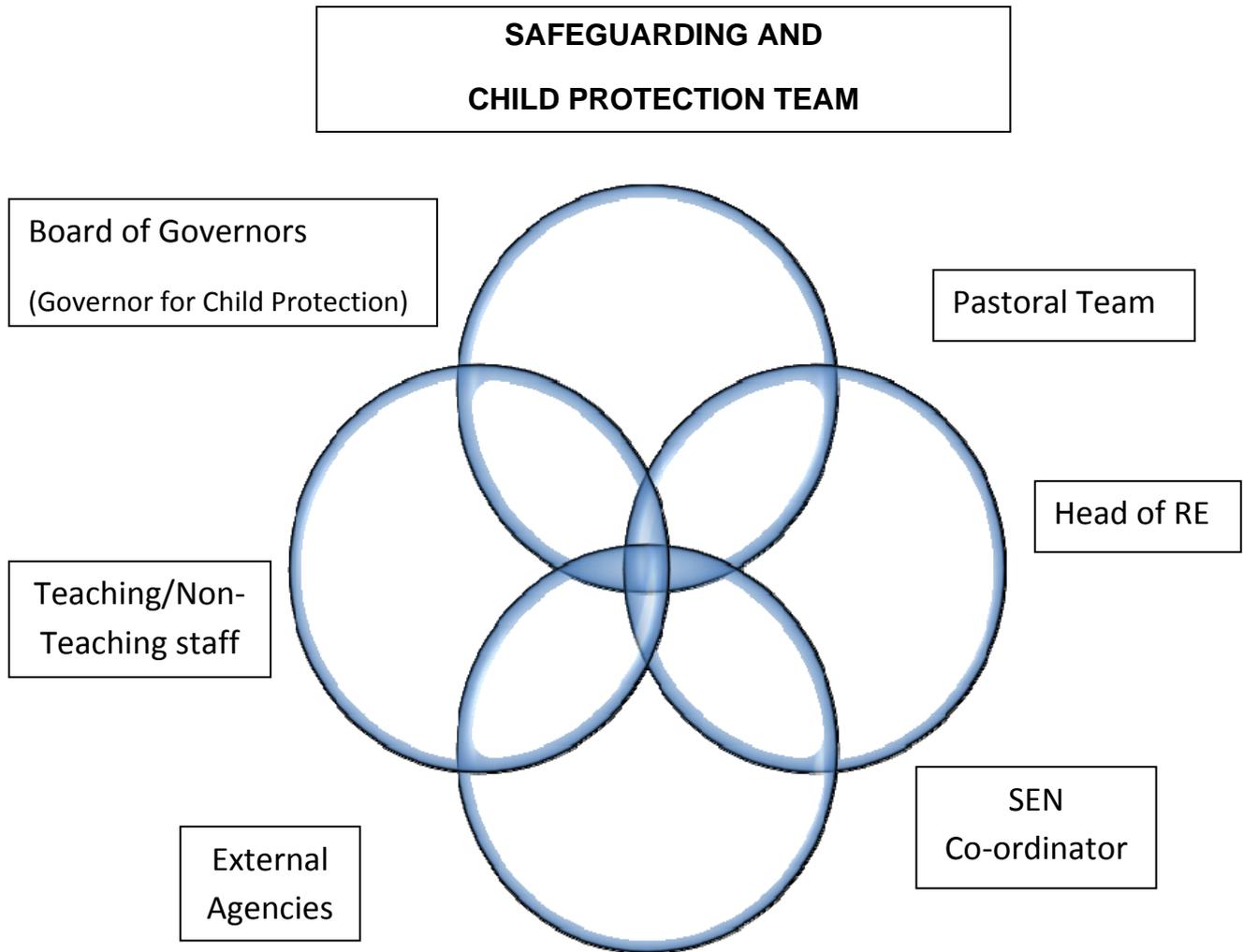
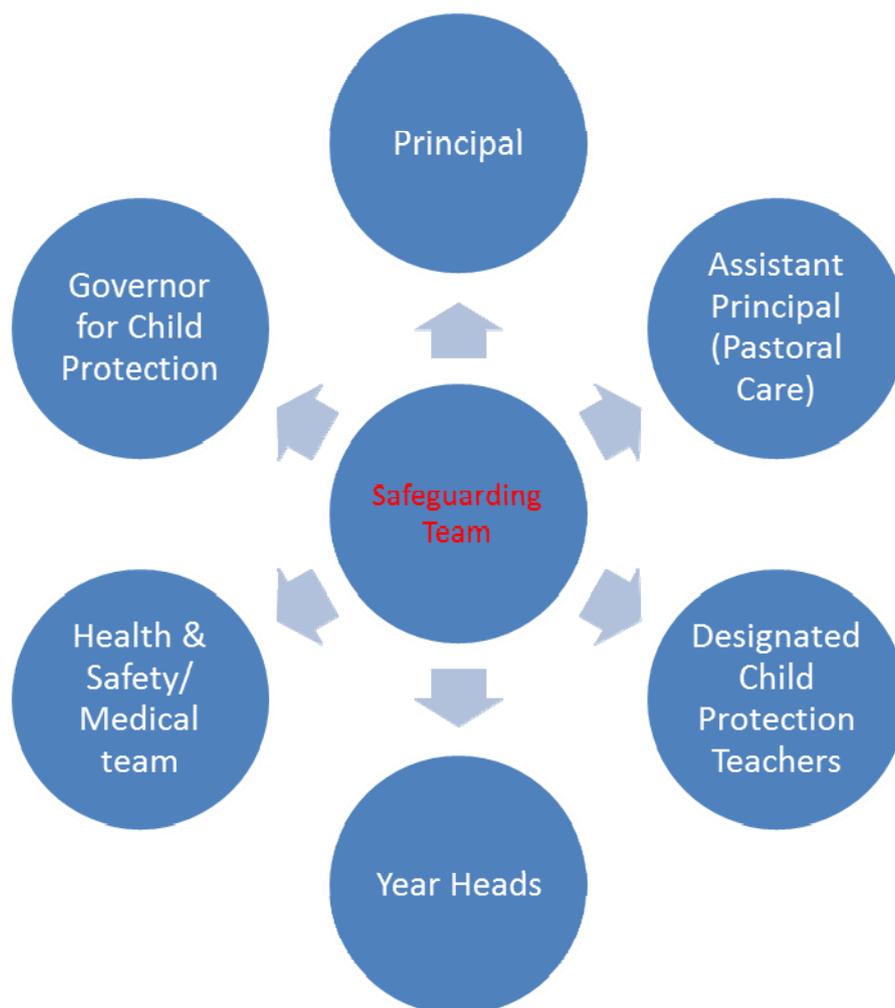


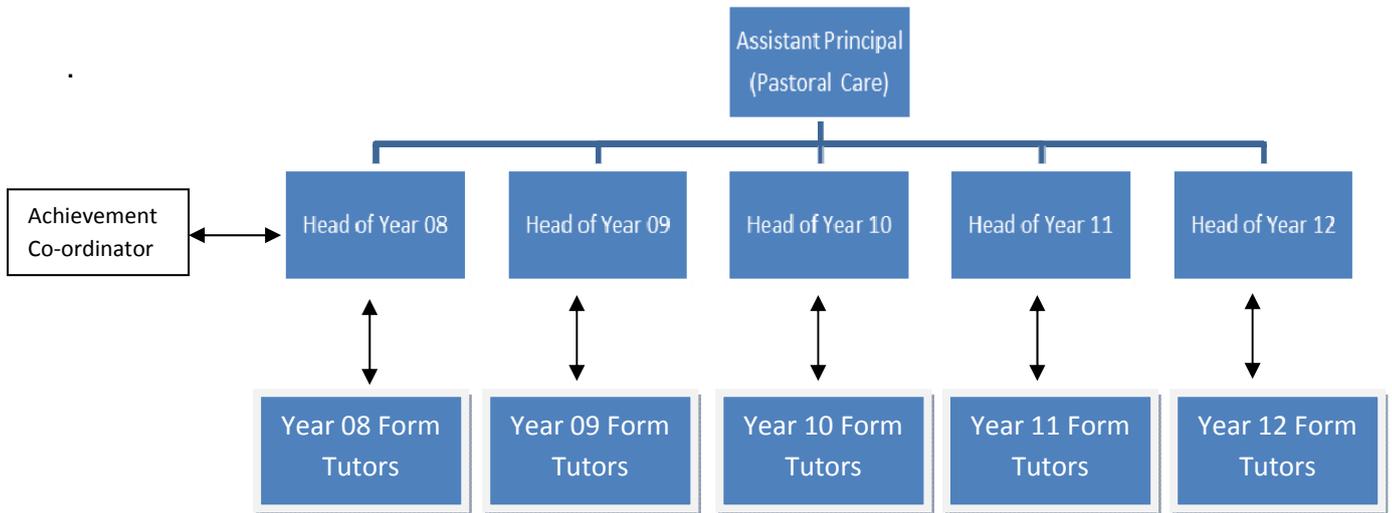
Figure 3 shows the Safe Guarding Team for our School.



Assistant Principal (Pastoral Care): Mrs A. Toner
Designated Child Protection Teachers: Miss M. Cleary, Mrs A. Toner
Health & Safety Medical Team: Mrs A. Toner, Miss M. Cleary

The school's Pastoral Team (in Figure 4 below) is responsible for the development of the pastoral care policy and procedures including the 'personal development programme'. Each member has specific responsibilities to ensure the pastoral needs of all children in our school are met.

Figure 4



Key Roles and Responsibilities

Form Teacher (Staff Handbook Page 15)

Each pupil is placed in a registration class at the beginning of the year and allocated a Form Tutor. The Form Tutor meets their form class every morning from 9.15am to 9.25am in an allocated classroom to record attendance, build positive relationships with students and monitor communication between parents and staff in the homework diary. The form teacher maintains a form class registration book which is monitored regularly by the Year Head. Form Tutors also deliver a personal development programme during a timetabled PSHE lesson every week.

The form teacher plays a key role in supporting the personal development and academic achievement of each pupil in their form class using a number of tools. Regular contact with the pupils gives the form tutor the opportunity to build secure relationships and reinforce a strong sense of school identity. Alongside monitoring progress on SIMS, the Form Tutor liaises closely with the class teachers and the Year Head to monitor the progress of each child in their form class. The form teacher also has a responsibility to promote positive behaviour using strategies set out in the Behaviour and Discipline policy and reinforce 'Basic Classroom Expectations.'

Furthermore, the form teacher is expected to meet with parents with the prior agreement of their Year Head. Such meetings may take place during non contact time or may take place from 8.45am to 9.10am or 3.45pm to 4.15pm in the Pastoral Hub.

Year Head (Staff Handbook Page 14) – See Figure 5

The Year Head is responsible for the general welfare and academic progress of an entire year group. This includes monitoring and evaluating pupil progress using SIMS, liaising with SENCO, promoting positive behaviour and good attendance, taking action over the problems of individual pupils, making contact with parents and dealing with parental queries and concerns; organising assemblies; organising parents' meetings for the year group and the oversight of reports and pupil records. The Year Head should get to know all his/her pupils, but should work mainly through his/her form teacher and should regard him/herself as the team leader. Under the direction of the AP Pastoral Care, the Year Head has the responsibility to develop the personal development programme to be delivered through PSHE lessons. The schemes should be curriculum mapped.

The Year Head is mainly concerned with what happens within the school environment, but external contacts of various kinds will also be necessary. It should always be remembered that much of what happens inside school is, partly at least, the result of influences from outside. Many pupils require support rather than sanctions.

Good working relationships with parents should be established and maintained. The school is happy to meet any parent. Appointments are made through the school office and may not be during contact time. The Year Head should be prepared to meet parents either from 8.30am to 9.15am two mornings a week or from 3.45pm to 4.15pm two afternoons a week. Year Heads are also encouraged to contact parents when support is required, contact should be made within 24 hours. It is essential that Year Heads also establish good working relationships with the E.W.O. and other such agencies.

Additional information on the role of the Year Head can be found in the staff handbook page.

Specific Year Head responsibility within each year group.

Year 8

-under the direction of the Assistant Principal Pastoral Care, organise and coordinate all aspects of induction and the Annual Milestone event.

Year the 10

-to assist the AP (Curriculum) with transition arrangements.

Year 11

-to co-ordinate the Annual Milestone event

Year 12

-to organise a school formal

-to assist with post 16 visits

-to assist the CEIAG coordinator with work experience arrangements and follow up.

-under the direction of the achievements coordinator to oversee the completion and distribution of progress files

Figure 5 - Key Roles of a year Head



Assistant Principal Pastoral Care

The Assistant Principal Pastoral Care has responsibility for developing and implementing the pastoral care policy. She is also responsible for leading the pastoral team and devising strategies for monitoring, evaluating and reviewing the provision of pastoral care.

The Assistant Principal Pastoral Care is responsible for:

- The overall welfare of pupils
- Drawing up, implementing and reviewing the Pastoral Care Action Plan
- Drawing up, implementing and reviewing the Pastoral Care Policy
- Overseeing the monitoring of attendance by Year Heads
- Managing M.A.S.T.
- Overseeing and supporting the work of the Achievement Coordinator
- Liaising closely with the Principal, SLT, SENCO, Year Heads, DTCP, class teachers and outside agencies to provide support for pupils experiencing difficulties
- Developing strategies for promoting positive behaviour (including anti-bullying) and behaviour management
- Leading staff development in relation to Pastoral Care

The provision of pastoral care is supported by the school curriculum and all pupils in key Stages 3 and 4 are timetabled one discrete PSHE lesson each week. These lessons deliver aspects of LLW Personal Development strand under the direction of each year head. The Head of RE will plan for, implement, monitor and review RSE across the school.

From time to time guest speakers from community organisations and charities may visit classes or assemblies to support health and social issues. **The Head of RE will oversee all charitable work throughout the school.** There is a themed assembly programme throughout the year to support the PSHE programme. Each Year Head will oversee this within their year group.

The school also provides a wide range of extracurricular activities which helps foster strong, trusting relationships between our staff and students. The school continues to be in receipt of the Extended School Programme. This and the extracurricular programme will be coordinated by an appointed member of staff.

The Pastoral Care Policy is supported by the following policy documents:

- Child Protection Policy
- Positive Behaviour Management and Discipline Policy
- Anti Bullying Policy
- FLC Common Drugs Policy
- Attendance Policy
- R.S.E. Policy
- Safe Use of Mobile Phone Policy
- Internet Safety Policy
- Critical Incident Policy