

# KJHS

## PASTORAL CARE POLICY



**MISSION – Working together for excellence within a caring community.**

## **MISSION:**

Working together for excellence within a caring community.

## **AIMS:**

To maintain and improve the quality of Teaching & Learning.

To ensure effective Leadership (based on an effective SDP) and the development of Management and Leadership skills at all levels.

To ensure quality of provision and experiences for all pupils.

To promote pupil voice and increased effective communication with parents, stakeholders and community.

## **RATIONALE**

Killicomaine JHS seeks to provide a caring, secure and supportive environment in which all members of the school community can interact and make a valued contribution. Education is concerned with the academic, social, personal, emotional and moral development of all pupils.

Our Pastoral Care system facilitates this 'educative process' and these areas of personal development. It comprises a network of 'in-school' and 'out of school' agencies with a network of communication links known to all teachers, pupils and parents. An audit is carried out every 3 years to gauge pupil, parent, staff and stakeholders views and the quality of our Pastoral Care System.

Regular communications are made with pupils and parents to provide information and give guidance with regard to Pastoral Care.

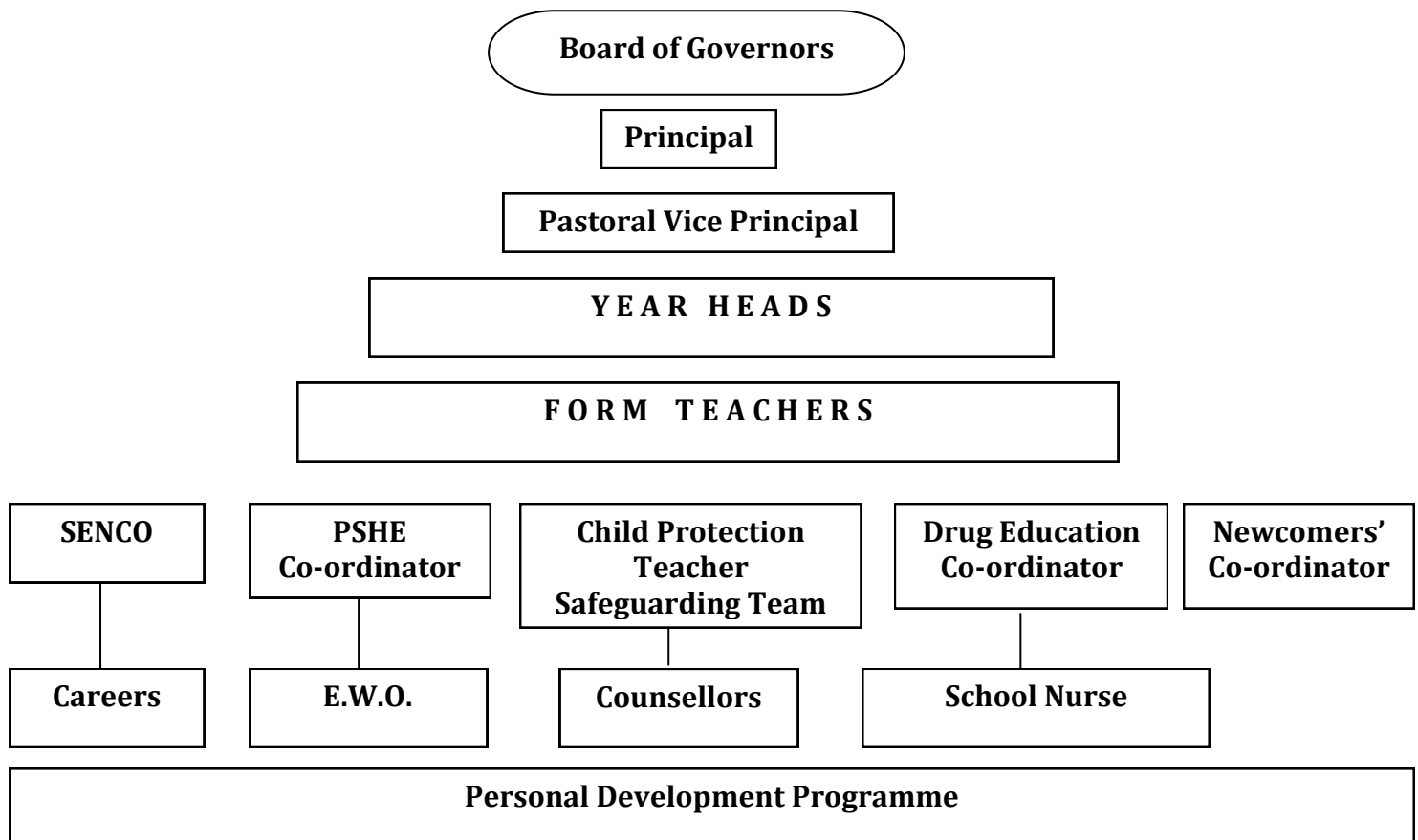
## **AIMS OF OUR PASTORAL CARE SYSTEM**

1. To ensure the school pastoral system effectively caters for the needs of all our pupils.
2. To ensure that all pastoral information is communicated to the relevant personnel by regular meetings of the pastoral team and between the various members of it.
3. To continue to maintain and develop home-school links.
4. To continue to raise awareness of the Pastoral System with pupils, staff and parents.

## PASTORAL ORGANIZATION

While all staff has responsibilities for caring for all our pupils, a pastoral care system exists to ensure that specific staff have particular responsibilities for certain pupils. This Pastoral System also ensures that there is a continuous regular flow of detailed information between the specialists within it. This includes a flow between school staff and specialist outside agencies.

### PASTORAL CARE SYSTEM



- Pupils have open and direct access to all staff
- All teaching and non-teaching staff are involved in pastoral care.
- Each year group is divided into Form Classes.
- The care of each Form Class is entrusted to a Form Teacher.
- Continuity of care is ensured, as Form Teachers remain with the same class for 3 years, where possible.
- Each Year Group has 2 Year Heads who co-ordinate the work of the Form Teachers and ...
- The Vice-Principal (Pastoral) co-ordinates the Pastoral System and chairs the Pastoral Team meetings.
- Pastoral Inset as required

## COMMUNICATION – IN THE PASTORAL CARE SYSTEM

### *(i) In - School*

- Form Teachers meet daily with their Form Class.
- Monthly year assemblies are conducted by Year Heads.
- Year Heads mentor pupils twice yearly. (in response to academic or behavioural needs)
- Parent Consultation meetings are organised annually for each Year Group.
- Parent Induction meetings held annually in August.
- Form Teachers and Year Heads meet every six weeks.
- Year Heads meet weekly with the Principal, Vice Principal, Designated Teacher and Senco as the Pastoral Team.
- 4 awareness raising assemblies each year on 'Pastoral Care'.
- Pastoral Care Noticeboard.
- Safeguarding Team meet weekly. (includes 2 school counsellors)
- Pastoral Care information sent to all parents. Pastoral care information section on school web-site.
- EWO meets monthly with Year Heads.
- (**\*Pastoral Team** – VP, Year Heads, SENCO, Designated Teacher)

## ***ii) Home-School Liaison***

- Parents may contact the Form Teacher or Year Head at any point in the school year if they have concerns about their children. An INTERVIEW will be arranged by appointment unless there is an emergency situation.
- Annual Parent-Teacher consultation meetings.
- Annual Parent Induction meeting in August.
- Formal reports on progress are sent home twice yearly. These include reports on behaviour, pupil contribution to extra-curricular activities etc.
- Progress Report Form – pupils may be placed on report if there are concerns. Parents are asked to sign this report each evening and it is in a ‘week to view’ format.
- Code of Practice – pupils placed on the Code of Practice at any of Stages 1 – 5. Parents are informed regularly of needs/action/progress by SENCO.
- Significant Pastoral issues are sent to each household.
- Pastoral issues are posted in the ‘Pastoral Care’ section on the school website.
- Other contact points include Intake meetings, concerts, drama productions, private interviews, school trips meetings etc.
- Senco Liaison with pupils, parents and outside agencies.
- CALC Pupil Profile can be accessed at home by all parents.

### ***iii) School – School Liaison***

Communication between ourselves and our feeder primary schools is vital in providing the relevant pastoral care for each individual pupil.

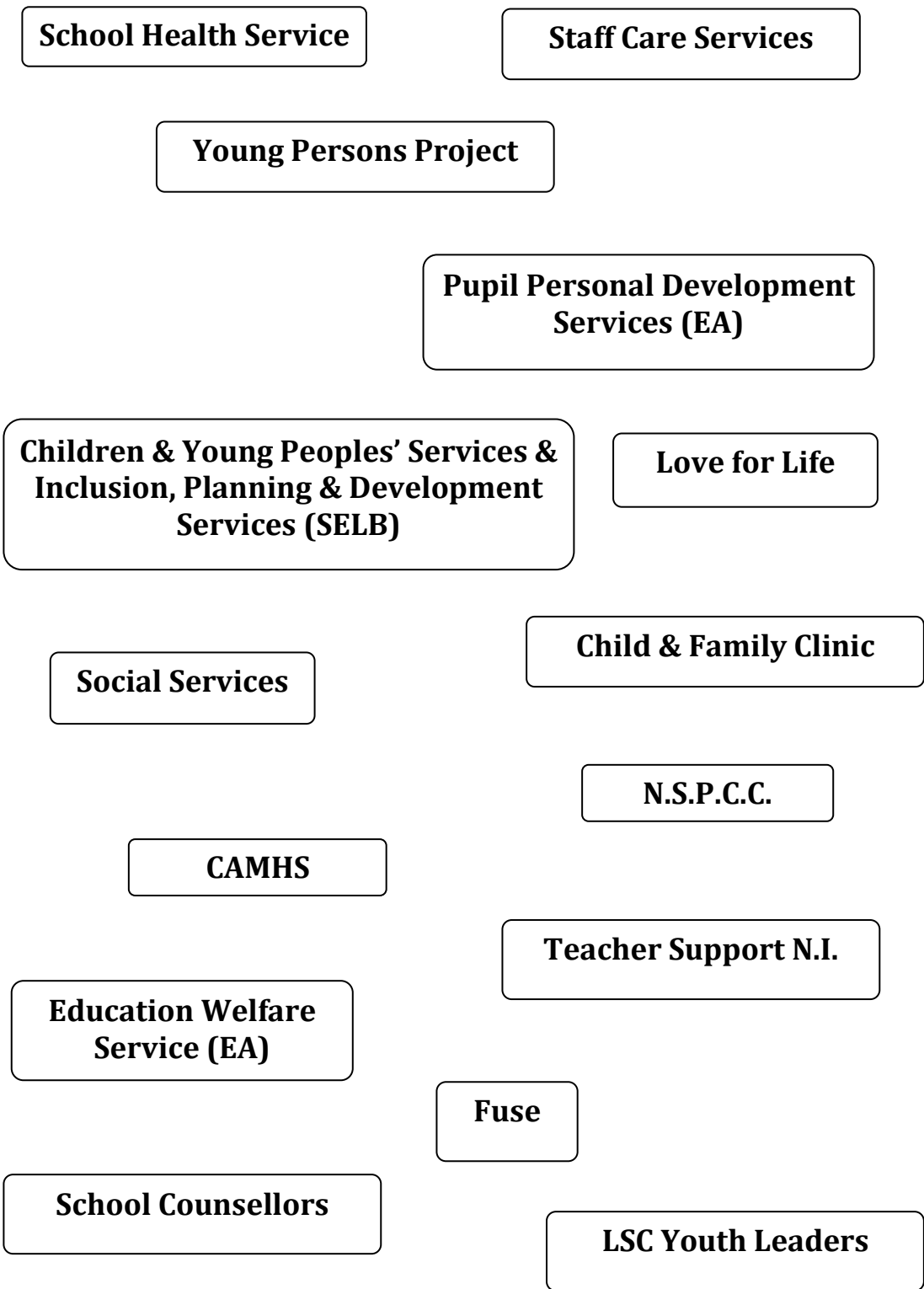
The Vice Principal and a Senior Teacher ( in charge of Induction) visit all feeder Primary Schools in January to inform pupils about ‘Life in Killicomaine’.

Our Year 8 Year Heads visit each Primary School in June to discuss pastoral care/behaviour issues of our intake pupils. Our SENCO also visits these ‘feeder’ schools to discuss pupils with Special Educational Needs and to establish their placing on Code of Practice etc. Year Heads and SENCO present this information to all staff at an August Staff meeting.

Year 10 Year Heads and SENCO meet annually with representatives of Portadown College and Craigavon S.H.S. to pass on pastoral, behavioural and S.E.N. information to ensure that continuity of care and support remain for all our pupils.

### ***(iv) Liaison with outside agencies***

The Schools Pastoral Care System deals with the majority of all pastoral issues and records and disseminates the relevant information relating to each case. However, on occasions the school will refer issues to the EWO, who in turn will involve outside agencies to assist or support the pupils concerned. On rare occasions the school may refer issues directly to the agency required. These agencies include: See diagram overleaf.



## **WHO IS RESPONSIBLE FOR PASTORAL CARE**

V.P.	Mr C McAleese
Year Heads	Miss McCollum Mr W Usher Mrs D McClenaghan Mrs S Proctor Mrs S Cordner A.N.Other
SENCO	Mrs. C. Maxwell
LLW Co-ordinator	Mr A.Chambers
Designated Teacher Deputy Designated Teacher	Mrs J Murphy Mr C McAleese
Drugs Education Co-ordinator	Mr C McAleese
LSC Co-ordinator	Mr W Usher
CEIAG	Mr C McAleese
EWO	Ms Marie Powell
Counsellors	Helen Woods/Maeve Gormley
School Nurse	Aine McCourt



The following policies should be read in conjunction with this document, all making up our Pastoral Care Policy:

Anti - Bullying Policy

Behaviour Management Policy

Child Protection Policy

Misuse of Substances Policy

ICT – Users Policy

Special Educational Needs Policy

Health & Safety Policy

Relationships & Sexuality Education

Critical Incidents Policy

## **LEARNING FOR LIFE AND WORK**

The Personal Development and Citizenship strands within the Learning of Life and Work Area of the curriculum makes a significant contribution to the pupils' pastoral care. Furthermore, the school provides pupils with a wide variety of extra-curricular activities and offers a significant number of minor and major school trips, all of which help pupils to appreciate the efforts of the staff on their behalf. This mutual respect leads to an environment in which effective learning can take place and as a result the child can best progress.

Queries re: this policy should be addressed to:

Mr C McAleese  
*(Teacher in charge of Pastoral Care)*  
Tel: 028 3833 2021

## **GLOSSARY OF TERMS**

SENCO	-	Special Education Needs Co-ordinator
EWO	-	Educational Welfare Officer
VP	-	Vice Principal
PD	-	Personal Development

## **SOME USEFUL WEB-SITES**

[www.there4me.com](http://www.there4me.com)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.loveforlife.org.uk](http://www.loveforlife.org.uk)  
[www.icebergsandbabies.org.uk](http://www.icebergsandbabies.org.uk)  
[www.up-2-you.net](http://www.up-2-you.net)

## **SOME USEFUL TELEPHONE NUMBERS**

Youthline_____	0808 808 8000
AIDS_____	028 9024 9268
Childline NI_____	0800 1111
Bullying_____	028 7378 1446
Victim Support_____	028 3025 1321
Eating Disorders _____	028 9061 8299
Abuse (NSPCC)_____	028 3839 9956
Samaritans Helpline_____	08457 909090
School Age Mothers (SAM)_____	028 3752 3158
Bereavement (Barnardos & Cruse)_	028 8224 4414