

St Killian's College



Pastoral Care Policy

Approved by the Board of Governors

03 March 2011

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PASTORAL CARE POLICY

Preamble

St Killian's, founded in 2010, is a Catholic Co-Educational All Ability School, a learning community in which all members work together to meet the challenges of the 21st century in an atmosphere of truth and mutual respect. The stability provided by our diocesan tradition enables us to be a community dedicated to the pursuit of excellence in all its forms, the enhancement of human dignity and the realisation that at the heart of all human knowledge is divine truth. To this end, the gifts of all members are nurtured and their uniqueness as children of God celebrated.

Pastoral Care is the area in which the caring Christian ethos of the College finds its practical expression. St Killian's seeks to develop a friendly and supportive community, which strives to meet the pastoral as well as the academic needs of its pupils. Personal growth is best achieved in an environment which is pupil-centred, which promotes a positive self-image in each individual, and which fosters tolerance and good relationships throughout the school and beyond.

- Each Key Stage has a Senior Teacher with responsibility for the co-ordination of Pastoral Care.
 - Mrs B Haughey, Key Stage 3 & Deputy Designated Teacher for Child Protection
 - Mr D Logue, Key Stage 4
 - Mr J Mulvenna, Post 16 & Deputy Designated Teacher for Child Protection.
- Mrs E McKay, Vice Principal, is the Designated Teacher for Child Protection.
- Mr P Slevin is the Learning Support Co-ordinator within the school.

We aim

The aim of the Pastoral Care Policy is to assist each pupil to achieve his/her full academic potential we also aim to develop our pupils into secure, responsible young adults who are fully equipped to respond to the challenges of life after school. Fundamental to our pastoral approach is the promotion of a caring ethos and good quality relationships throughout the entire school community.

General Aims

To enable each pupil to develop:

- To be happy in themselves and contribute to the happiness of the wider school community through active participation in it.
- To be happy going to school, happy in school and happy leaving school.
- The ability to relate to others, both in the school and in the wider community.
- Loyalty to and involvement in the school community.
- The ability to make informed moral judgements.
- Self discipline and a sense of responsibility.
- An independent, positive approach to study.
- A positive approach to leisure pursuits and healthy living.
- And nurture fundamentals of Catholic/Christian ethos/morals/philosophy.

PASTORAL CARE STRUCTURE

The Pastoral Care of the individual pupil is our prime concern and, while all staff make a contribution to the caring ethos of our school, there are a number of specialised roles within the Pastoral Care structure.

Each class group has a **Form Teacher** and each year group has a **Year Head** who co-ordinates the work of the Form Tutor.

The **Year Head** has overall responsibility for the Pastoral Care of the pupils in the year group, to provide leadership by working closely with Form Teachers and preparing a programme relevant to the needs of the pupils in that year.

The **Senior Teacher in each Key Stage** has responsibility for the Pastoral System within each Key Stage. He/she must bring leadership and foster the idea of team spirit within the school.

The **Vice Principal** has responsibility for drawing up guidelines on discipline and pastoral support and the evaluation of the Pastoral Care Policy.

The **Form Teacher** has daily contact with the class and has an overview of each pupil's progress. He/she liaises regularly with subject teachers and monitors the pupil's work, behaviour and well being.

Form Teachers are key figures in the pastoral system. Their daily contact with the pupils ensures detailed knowledge and a clear understanding of each pupil's needs, personal development and academic progress. They keep the Year Head informed about the students in their care and are supported in their work as Form Teacher by the Year Head. They establish a special relationship with the class and promote a sense of class identity.

The Form Teacher should be regarded as the person parents should contact if they have any enquires regarding academic progress, subject options, conduct or behaviour. This can be done by phoning the school secretary and making an appointment, which is mutually convenient.

Parental involvement is seen as essential to the success of the pastoral programme, which promotes the welfare, and happiness of each pupil. Parents are valued as active partners in the educational process and we wish to stress that the Form Teacher is never more than a phone call away.

We are particularly sensitive to the needs of Year 8 pupils; our Induction Programme is designed to make them feel secure in their new environment.

We believe that in St Killian's pupils have opportunities to fulfil their potential in an environment, which is supportive, where they can be happy and secure, and where high standards of behaviour and application are encouraged and rewarded

HEALTH and WELLBEING

St Killian's College believes in giving consistently good attention to promoting health and wellbeing and has appropriate policies and programmes in place which encourage pupils to adopt a healthy life style. Eg S.N.A.G. Health Promoting Policy, Healthy Break etc

There is commitment on the part of the staff to promote physical activity and healthy eating within the school as evidenced through curriculum planning and by means of the 'Catering for a Healthier Lifestyle' programme.

Opportunities are provided for all pupils to participate in a range of physical activities, i.e. related workshops – School Dietician Workshop – Sports and Nutrition Workshop.

LEARNING SUPPORT

The school believes that the needs of all the pupils who experience learning difficulties during their school careers must be addressed. The role of the Learning Support Co-ordinator (**Mr P Slevin**) is central to the pastoral provision within the school. He works closely with all teachers concerning pupils with special educational needs and the gifted and talented pupils. The school believes children with special educational needs require the greatest possible access to a broad and balanced education.

The Learning Support Co-ordinator

- Is proactive in identifying children with special educational needs.
- Deals with the referrals made to him/her concerning pupils' needs.
- Communicates with the staff, parents and carers of the pupils concerned.
- Plans strategies to support the learning of children with special educational needs in conjunction with Literacy and Numeracy Co-ordinators and Careers Teacher.

THE SCHOOL MATRON

The college employs a School Matron. **Mrs Harkin** is present in Garron Tower from 10.00 a.m. to 2.00 pm every school day.

Matron

- Deals with all cases of illness and accidents in the school and provides First Aid treatment where appropriate.
- Administers prescribed medication and in appropriate circumstances administers simple analgesia e.g. paracetamol, provided consent has been obtained from a parent/guardian either by letter or telephone.
- Informs, where appropriate, staff of pupils' medical condition.
- Arranges for sick or injured pupils to be collected by parents or brought to hospital if necessary.
- Maintains a stock of First Aid equipment throughout the school.
- Compiles and maintains pupils' medical records including a daily log book of referrals.
- Liaises with the Senior Teachers, Year Heads and other staff.
- Liaises with Educational/Medical Welfare Staff.

THE SCHOOL CHAPLAIN

Fr Aidan Kerr, Fr Peter Forde and Fr Dermot McKay are the chaplains for the College; they provide spiritual leadership for both staff and pupils. The College is a faith based school where worship is at the centre.

SCHOOL COUNSELLING

The school engages the services of New Life Counselling.

Pupils may be referred by the Senior Teacher in each Key Stage, or at the request of parents/guardians or the pupil. Pupils can refer themselves via the New Life counselling box.

If it is thought that a particular pupil would benefit from counselling the Year Head may make a referral him/herself.

The counselling sessions are confidential except where issues of Child Protection arise.

OUTSIDE AGENCIES

The Year Heads and the Senior Teachers make contact with outside agencies and avail of the services provided by them. This contact includes referral, in the case of absenteeism, to the Education Welfare Officer.

The School Health Service is available to all pupils. A nurse is available to see individual pupils, to talk to parents, to provide advice and information on health-related issues and to make further referrals where necessary.

Senior Staff attend Case Conferences organised by the Health and Social Services Trust when necessary.

The Designated Teacher for Child Protection (**Mrs E McKay**) and the Deputy Designated Teachers (**Mrs B Haughey & Mr J Mulvenna**) make referrals where necessary to the relevant Health and Social Services Trust; in the case of suspected child abuse (**see Child Protection Policy**).

The Pastoral Care Policy is supported by other key policies, listed below:

- POSITIVE BEHAVIOUR POLICY.
- CHILD PROTECTION POLICY.
- RSE POLICY.
- S.E.N.POLICY.
- ATTENDANCE POLICY.
- DRUGS POLICY.
- ANTI-BULLYING POLICY.