

ST. PATRICK'S PRIMARY & NURSERY
SCHOOL MAYOBRIDGE

PASTORAL CARE POLICY



November 2016 (Amended Oct. 2017)

ST. Patrick's Primary & Nursery School, Mavobridge

PASTORAL CARE POLICY

Statement of the school's core values in relation to Pastoral Care

“Christ is the reason for this school, the unseen but ever present teacher in its classes, the model for its staff, the inspiration for its children”

We believe that Pastoral Care reflects the values, attitudes, beliefs and practices of our Catholic faith. The pastoral dimension of St. Patrick's Primary & Nursery School therefore fosters a high level of care for our children, parents, staff and others involved in the life of the school.

Our school values each member of the school community as a unique person made in the image of God.. We endeavour to create an atmosphere in which the children feel secure and happy and all staff work together as a team, supportive of one another and sensitive to each others' needs.

Aims of Pastoral Care Policy:

- To recognise and respect that every child is unique with different gifts and talents and to value each child.
- To approach the care of our children in a positive way, reinforcing the philosophy and ethos of the school, following the various associated school policies relating to Pastoral Care..
- To strive to ensure that the children feel happy and secure in whatever activity /situation they are engaged.
- To encourage in our children the development of self discipline and self respect.
- To encourage the values of honesty, forgiveness, loyalty and concern for others.
- To develop in our children independence of mind, taking responsibility for their own actions and learning from past experiences.
- To promote the children's understanding of themselves as individuals - their strengths and limitations, their personal qualities and their attitudes.
- To promote a caring environment where pupils' learning is developed within the context of their individual needs and abilities.

- To promote the development of positive relationships where children and staff have respect for each other and the opinions of others.
- To welcome, cherish and respect those in our school family from diverse backgrounds, nationalities and cultures – seeking always to integrate newly arrived children into the life of St. Patrick's.
- To be aware of the specific needs and circumstances of individual children, families and members of staff and to take account of these e.g. physical, medical, emotional, social, economic etc.
- To value the work of the staff, giving due recognition for their efforts and achievements.
- To support staff and children when necessary e.g. new staff members, new children to school.
- To adopt a team approach in caring and providing for our children.

CHILDREN

We believe that every child has the right to feel happy, safe and free from harm in school.

We value and cherish the contribution which every child can make to school life.

We believe that school should be a positive experience for every child.

We believe that every child has the right to be helped to develop to their full potential, within the limits of the school's resources.

We believe that every child has the right to be given equality of opportunity, regardless of their background, ability, religious belief or gender.

We believe that every child should learn to respect their school - their teachers and ancillary staff, their fellow pupils, visitors, property and the environment.

We believe that every pupil should be helped to recognise the responsibility which they have to contribute to the development of such an ethos.

STAFF

We believe that all members of staff should be treated with courtesy, fairness and respect.

We believe that the opinions of all members of staff should be listened to and valued.

We believe that each staff member is entitled to a clear definition of their role and responsibilities within the school.

We believe that every staff member is entitled to support in their work, particularly in situations of difficulty or crisis.

As a staff, we are committed to working together for the good of the school. To this end, co-operation and teamwork will be promoted and developed where possible.

Pastoral Care in Practice

The school will seek to demonstrate its Pastoral Care system as follows:

Greeting our children and welcoming them when they arrive at school as newly enrolled members of our school community and daily thereafter. Enhanced efforts will be made to integrate Newcomer children and their families to life in St. Patrick's as appropriate to particular circumstances. Staff and children will proactively seek out opportunities to make children from cultures different to their own feel happy and secure within the school.

Chatting informally with the children, listening to their news, their concerns, etc.

Getting to know our children personally, becoming aware of their personal circumstances and showing sensitivity to their individual needs.

Supporting them as far as possible, in situations of need which may arise.

Ensuring that School Council members provide an active CHILDREN'S VOICE appropriately in school matters e. g. Annual School Forum (Second Term)

Promoting their self-esteem and confidence.

Allowing children to assume responsibility through tasks/activities in class and around the school.

Addressing a range of pastoral issues via Assemblies and the school's Prayer Life

Providing Teaching & Learning which addresses issues related to pastoral care, in keeping with the PDMU programme.

Ensuring appropriate supervision of play areas at break and lunch time, with particular attention to the prevention of bullying.

Providing supervision of pupils at arrival and home-times, to ensure their personal safety on the school premises. Agreeing procedures for children's safe arrival/departure daily at main school entrances. (See Appendix 1)

Developing partnership and communication between all members of staff, in order to facilitate the sharing of information and concerns about pupils.

Agreeing daily procedures between members of staff to ensure maximum safety & wellbeing for all our children.

Agreeing a 'what if?' system among all staff members to ensure uniformity of approach/practice in the event of an accident (Risk Assessment – Appendix 2).

Implementing the Staff and Visitors Codes of Conduct

- Keeping total cost of school/educational activities to a minimum to cover all expenditure incurred. Education Authority guidelines will be followed regarding Finance. Teachers will inform SLT if a child is unable to meet payment or presents unsubstantiated reasons for not wanting to participate in activities, so that appropriate pastoral arrangements may be made.

Support for pupils who are young carers

The school will endeavour to be sensitive to the needs of children who have the responsibility of being carers; and will develop communication with relevant external agencies while maintaining effective home-school links.

Organisation of Pastoral Care within the school

Roles and Responsibilities

The Board of Governors hold overall responsibility for the development and implementation of the Pastoral Care Policy. The Principal and Senior Leadership Team are responsible for ensuring that Pastoral Care systems are implemented and are reflected in the School Development Plan. They will monitor and evaluate the effectiveness of Pastoral Care across the school. The Pastoral Care Coordinator is responsible for informing and liaising with other relevant coordinators and outside agencies as well as providing resources and support. Furthermore, the Pastoral Care Coordinator will have responsibility for implementing staff training.

Every member of staff in the school has responsibility for ensuring the ongoing health, safety and wellbeing of our children.

How each teacher contributes to Pastoral Care.

Class teachers hold primary responsibility for the daily pastoral care of the children in their classes. Teachers will seek to develop relationships of trust, empathy and understanding within the classroom. This will provide the ethos within which pastoral care can be strong and effective.

Additional responsibility is held by the Principal and Vice Principal, Mrs N, Magee who work closely to ensure high standards of Pastoral Care at all levels. Furthermore, as Designated Teacher for Child Protection, Mrs Magee is the main link between members of the school community and external agencies e.g. Social Services, School Medical Officer, Attendance Officer, etc. She is the main source of information and advice in relation to Child Protection for all members of the school community. She maintains all records in relation to Child Protection. Mrs S Kelland and Mrs B O'Hare are Deputy Designated Teachers and will assume Mrs Magee's responsibilities in her absence. Mrs J. Loughran is the Deputy Designated Teacher within the Nursery. The duty of care towards children in relation to Child Protection issues pertains to all teaching, ancillary, supervisory and auxiliary staff.

Record Keeping and Administration

A School Information Form is held for every child (see Appendix 3). This form is completed annually by parents in early September and provides information on

pastoral and medical and matters. Information re contacts etc. is updated appropriately on the school's managed data system.

The principal maintains a log book. This records the details of significant contacts made by parents with the school in relation to pastoral matters/areas of concern, together with action taken by the school in response to these issues.

Parental Involvement/Communication with parents

In St. Patrick's, we value the vital role parents play in the ongoing academic, spiritual and emotional development of their children and therefore seek always to work in effective partnership with parents and carers. Parents should always keep the school updated regarding any key changes in family life which may affect their child/children's wellbeing.

This policy will be available to parents both electronically or in hardcopy on request from the school office. Copies of all key documents are accessible on the school website at stpatrickspsmayobridge.com and are available on request from the School Office

All parents are provided with a hard copy of the school's Child Protection Procedures.

Parents should make an appointment to see a teacher at a time that is mutually convenient to discuss pastoral or curricular matters relating to their child – Teaching & Learning Time may only be interrupted in exceptional circumstances and with the approval of the Principal/Vice Principal .

The school strives always to develop partnership and communications with parents, in order to facilitate the sharing of information and concerns about pupils.

Parents are invited to attend an Information Meeting held by the class teacher at the beginning of each academic year where key information and procedures are discussed. Outcomes of termly assessments are made available to parents. Annual Reviews for children having Statements of SEN are held in the Spring Term annually. In February each year parent/teacher meetings take place to discuss the progress and particular needs of each child. Meetings related to Sacramental preparation are facilitated annually in liaison with Mayobridge Pastoral Council and a Programme of preparation is compiled and managed jointly. Nursery and Primary One Induction Programmes are held in June for new entrants in the following September.

Opportunities for regular, ongoing contact with the Early Years' teachers are provided at the beginning and end of the school day. Parents are encouraged to support the school as members of Friends of St. Patrick's (F.O.S.P.). Social functions, fundraising events occur periodically throughout the school year.

Written Communication:

Important Dates are issued termly

The School's Text Messaging Service is used effectively to communicate important information promptly

School News Updates/reminders/fliers are issued appropriately and are available on the School Website which also provides up to date key information. An email and Twitter facility is available for communication

Informal notes/liaison books are used by teachers/parents appropriate to children's needs

Curriculum Provision

Pastoral Care will be delivered primarily through our PDMU programme. Discrete time will be set aside to deliver the statements of minimum requirement relevant to each strand i.e. Personal Understanding and Health and Mutual Understanding in the local and wider community. However, Pastoral Care permeates whole school life and therefore cannot be completely addressed as a discrete curriculum area. Therefore, through the teaching of other certain discrete areas e.g. World Around Us and using a variety of teaching styles and strategies, children will have valuable experiences in aspects of themes which promote their holistic development.

Examples include:

- ‘Grow in Love’ and ‘Alive O!’ Religion Programmes
- Healthy Eating & Wellbeing e. g. Healthy Break; Fruit Days; P 5 Dairy Council Workshop; Daily Mile etc.
- Healthy Body & Healthy Mind – Mental Health Week
- Promotion of ECO awareness and Environmental Issues
- Personal Safety – Sun, Electricity & Fireworks; Stranger Danger Programme
- Road Safety & Playing Safely outside
- Emergency Life Support Agencies e g Fire Service, Ambulance, PSNI.
- Young Lifesavers Programme (P 7 First Aid)
- Anti-Bullying Week – Promotion of creative strategies
- Transition Programmes (Pre School/P1 & KS2/3)
- Circle Time
- P7 Annual Retreat
- St. Patrick’s Exchange Programme
- PDMU ‘Living Learning Together’ Programme
- Cycling Proficiency (P7)
- Wide range of after-school activities involving Sport, Music & Culture
- E-Safety workshops for children and adults
- Health and Safety procedures in practice
- Drugs, Alcohol and Sexual Education for P.7
- Home Safety
- ‘Rights Respecting’ project
- Roots of Empathy Project (P3)
- ‘Helping Hands’ Materials as appropriate

This is not an exhaustive list and will be subject to change over time.

Positive Behaviour

Our Positive Behaviour policy has been devised with the rights and feelings of our children in mind. Our pastoral support principle is to promote high standards of behaviour proactively and address issues of low standards fairly based on an agreed Code of Conduct for Children which has been developed in consultation with children, staff and parents.

It is essential that all staff respect and show a caring attitude to all our pupils. Care and respect must be shown at all times by teachers, classroom assistants and supervisory assistants. We also ask that parents show the same respect and care to our

pupils, teachers, other staff and volunteers. As out-lined in our Staff Code of Conduct all members of staff are encouraged to show respect and care for each other.

Merit and Reward

In considering the pastoral needs of our pupils we are committed to highlighting the positive nature of children's improvement, achievement and contribution to school life. In St Patrick's Primary & Nursery School we promote a system of regular and annual awards/rewards which is intended to be fair and effective and aimed at promoting self-esteem and celebrating individual and group achievement. We encourage each child to take responsibility for his/her actions and to have their efforts recognised and rewarded.

School Policies to support Pastoral Care

In addition to this overall Pastoral Care Policy document, the school has developed/is developing a range of other policies and procedures which support the implementation of Pastoral care. The key policies are detailed as follows:

1. Safeguarding and Child Protection
2. Child Protection: Record Keeping in Schools
3. Anti Bullying
4. First Aid and Medication
5. Drugs & Substances Education
6. Special Educational Needs
7. Handling Complaints Procedures
8. Smoking
9. Travel to School
10. Use of Reasonable Force and Safe Handling
11. Food in School and Healthy living
12. Positive Behaviour
13. Pupil Attendance
14. Relationships and Sexuality Education
15. Intimate Care
16. Treatment of Head Lice
17. School Care
18. Health & Safety
19. Staff Code of Conduct
20. E Safety

Training and Resources

Inset training is provided for teaching and support staff as appropriate to changing needs and strategic developments. The Board of Governors and all staff will be encouraged to attend appropriate, external courses and In Service training days. The

Pastoral Care Coordinator will keep all staff suitably updated and recommend amendments/changes to policy and procedures where necessary.

Links with community and outside agencies

We are committed to developing good working relationships with relevant external support agencies to enhance, protect and support individual children's social and emotional welfare. Such agencies may include:

School Nurse/Nursery Health Visitor/ Local Pharmacist/Dentist
Social Services Educational Psychology Service
Educational Welfare Service Peripatetic Teachers
CCMS/Dept. of Education/Education Authority/CCEA
Occupational/Speech Therapists
PSNI Emergency Services
Sensory/Behaviour Support Down Syndrome Support
EA Music Service School Chaplain
Post Primary Liaison Officers.
Coaching/Sport/Art/Drama programmes e.g. GAA support

Members of the local community with specific expertise provide the pupils and staff with information and guidance. Pupils engage in educational visits and trips to increase their knowledge of local activities and help them to support others in their community and further afield. The school is represented on Mayobridge Community Forum. Furthermore, regular links are maintained with parish and community groups.

Monitoring and Evaluation

To ensure that Pastoral Care is working effectively in our school we continually monitor, evaluate and review the procedures and practice. We value the contribution made by our staff, parents and children to effect appropriate change when necessary.

This will be achieved through:

- Teacher/parent interviews
- SEN Annual Reviews
- Curriculum evenings/Workshops
- Induction days
- Staff meetings, Board of Governors, FOSP meetings
- Periodical questionnaires/ audits/correspondence with parents.

This policy will be reviewed every two years and is due for updating in November 2018.

Signed: M Ryan (Principal)

Ratified: March 2017

Signed: Mrs N. Lyncheaun (Chairperson of Board of Governors)

Appendix 1

ST. PATRICK'S PRIMARY AND NURSERY SCHOOL, MAYOBRIDGE

Draft Arrangements for New Car Park effective from Monday 13/02/2017.

The new Car Park is due to open on Monday 13th February 2017. We are immensely grateful to Father Byrne and all associated with the Project.

The following draft arrangements will be trialled for two weeks, after which time final arrangements will be put in place in the Health and Safety interests of all users.

Morning Arrival (all classes Nursery – P.7)

- Children who walk/cycle to school i.e. not dropped off by car - will access the school via the bottom pedestrian gate on Chapel Hill and make their way around the back of the Kitchen area and into the Hall through the White Hall Door. Adults accompanying 'walking' children should proceed as far as the White Hall Door i.e. via the rear entrance.
- Children who arrive by school bus will follow the same arrangement from the Bus Space
- Children arriving by car should be taken to the bottom right area of the new Car Park and left onto the footpath from where they will walk along the newly constructed path below the Convent Lawn. They will cross the new 'Top Yard' at St. Clare's Building, go through the small gate, and into the Hall through the White Hall Door. We plan to operate a one way turning circle in the Car Park. Staff will demonstrate appropriately.

The White Hall Door and the Gate at Car Park entrance to the path will be secured at 9.05 am. Children arriving after 9.05 am should make their way to the Front Door and sign in at Reception to confirm arrival. Please be reminded to have your child/children in school punctually daily as class begins at 9.05 am sharp.

- Nursery children should also be brought to their classroom from the Car Park i.e. via the new Convent Path and make their way to Nursery, walking past Mrs O'Hare's P.1 class, School Council/Buddies will be available to assist the children.

End of Nursery Day: Children should be picked up at the **Front Area** of the school (as present arrangement). Any child not picked up by 11.45 am will be taken to the School Office in the Reception area to await collection.

2 pm Pick Up (P.1-2)

- All children going home by car should be collected using the new Car Park (not from the Front Area of the school) as follows
- Parents/Childminders should park in the new Car Park and walk along the new Convent path into the new Top Yard. At this stage Mrs O'Hare's parents should proceed to the Classroom door to pick up children, Miss Walsh and Miss Malone's parents should go to the usual door for pick up and Mrs Magee's parents should go

through the small gate at St. Clare's entrance and proceed under the canopy for pick up at the Back Door. Mrs Magee will dismiss her class from this area.

- Parents/Childminders who walk to school from the village should use the bottom pedestrian gate and proceed around the back of the Kitchen area to the pick up points.

3 pm Pick Up (P.3-7)

- Miss Killen and Mrs Goss, Patrol persons will lead 'Walking', 'Cycling', and 'Bus' children to the area at the Bottom School Gate (pedestrian entrance) from where they will walk/cycle/board the bus. Only these children will be dismissed at the front of the school.
- Teachers will lead their classes to the Pick up point in the new Car Park, where the Duty Teacher will be on duty
- Parents should again use the one way system for pick up. Children should use only the footpath areas for accessing cars **i.e. do not walk across the main body of the Car Park where the traffic will be moving.**
- Children not picked up at 3.10pm will be brought back to the Reception Area to await pick up. Again this collection will be from the Car Park area – not the Front of the School.

The PSNI has been providing invaluable support regarding Traffic Management recently – assisted by Mrs Gillian Fitzpatrick, Mayor NMDDC – and will continue to monitor the situation during this Transition Phase to ensure maximum safety for all users of our new facility.

The Front door will be secured throughout the School Day in keeping with Child Protection requirements. All admissions for routine school business are via the Front Door. Parents cannot proceed beyond the Reception area unless with approval from Office Staff – Visitors badges will be issued appropriately.

We appreciate your cooperation and patience in implementing these arrangements – we will notify you of any amendments. Similarly, please let us have your views and comments as we seek to work together In the best interests of the School Community.

M. Ryan

Updated 2. 10. 17 thus: No amendments apart from Staffing changes

Appendix 2

**ST PATRICK'S PRIMARY & NURSERY SCHOOL,
MAYOBRIDGE**

RISK ASSESSMENT

ACTIVITY: _____

Completed by: _____ **Date:** _____

_____ **Review Date:** _____

Hazard	To Whom	Severity	Likelihood	Risk
Existing Precautions		Additional Precautions	Who?	When?

Appendix 3

ST. PATRICK'S PRIMARY AND NURSERY SCHOOL, MAYOBRIDGE

SCHOOL INFORMATION FORM - DATA CAPTURE FORM 2017/18

Class _____ Teacher _____

1. Child's Full Name: _____ Date of Birth: _____

Address _____ Postcode: _____

Parents/Guardians full names 1. _____

2. _____

Home Telephone Number: _____

Daytime Telephone Number: _____

Mobile: _____

Email – (preferred option for correspondence)

Please indicate any brothers/sisters already attending St. Patrick's Primary & Nursery School

2. Contact Numbers – Please list in order of preference the names and telephone numbers of Four persons who may be contacted in an emergency Please indicate their relationship to the child e.g. granny/aunt etc)

WOULD YOU PLEASE LET US KNOW IF YOUR MOBILE PHONE NUMBER HAS CHANGED FROM LAST YEAR

MOBILE NUMBER FOR TEXT SERVICE: _____

a) Name _____ Telephone No. _____

b) Name _____ Telephone No. _____

c) Name _____ Telephone No. _____

d) Name _____ Telephone No. _____

3. Doctor's Name _____

4. Surgery Telephone Number _____

Specific Medical/Dietary/Mobility Issues

If your child is asthmatic does he/she need an inhaler? At home only _____
At School _____ (please send in inhalers with instructions to be kept in school)

5. Arrangements for Disabled Access required. Please tick
(i.e. Daily, School Occasions e.g. Concerts, Assemblies etc.)

6. Normal method of travel to/from school
Car Bus Taxi Walk (please circle)

7. Ethnicity _____ Nationality _____

First Language _____ Religion _____ (For NI Statistics only)

8. Please list those adults with whom you have an agreement regarding collecting your children on an occasional basis

N.B. Children will not be released unless the school is satisfied as to the identity of the adult concerned

a) _____ b) _____

c) _____ d) _____

9. Parish of Baptism _____ Please attach a copy of your child's Baptismal Certificate (not Birth Certificate) if baptised outside Mayobridge. (This is for Parish Sacraments)

10. Younger children in the family due to start school over the next few years
Name(s) _____ Date(s) of Birth _____

Thank you for your co-operation. Please notify us immediately regarding changes in this information

Signature Parent/Guardian _____