# BRACKENAGH WEST PRIMARY SCHOOL

## Pastoral Care Policy

**School Mission Statement**
At Brackenagh West Primary School we aim to provide a happy, friendly, caring environment, where children feel secure and valued. Children are encouraged to develop self-discipline and mutual respect for each other and for all adults in an atmosphere that promotes learning and excellence, enabling children to fulfil their true potential.

All members of staff, teaching and non-teaching alike, are valued and are actively encouraged to extend and develop their teaching skills and interests.

Our school motto is 'Building foundations for life'

**Definition of Pastoral Care**

Pastoral Care has been defined as concerning the personal relationships which

*"Influence the ethos and tone of the whole school. It is of crucial importance in creating an atmosphere in which young people feel secure, knowing they are valued as individuals and are encouraged in their learning, growth and social development in a healthy and safe environment."*

T.J. Shaw, Chief Inspector, Evaluating Pastoral Care. DENI 1999

**Pastoral Care**

Brackenagh West Primary School's Pastoral Care Policy supports the school in promoting a caring, supportive environment in which the staff and pupils can work in an atmosphere of mutual respect. As such, pastoral care permeates all aspects of the curriculum.

Pastoral Care plays a crucial role in the development of the ethos of the school. This ethos is based on Christian values with emphasis on the physical, intellectual, moral, emotional and spiritual development of each pupil.

Our aims are:

- To ensure that each pupil feels valued, safe and cared for as a member of the school community.
- To instil a sense of personal worth through the children's' intellectual, moral and spiritual development.
- To help pupils build and maintain good relationships with pupils and teachers.

- To promote an appreciation of life and respect for the world in which they live.

- To encourage a sense of personal accountability for their own actions and learning.

- To develop an understanding that God's love for us in turn fosters in us the importance of showing love to each other.

All connected to the school community should work in a spirit of mutual respect. Where such a spirit permeates a school, the success of the Pastoral Care Policy will be significantly strengthened.

**Ethos**

It is our intention to establish a caring ethos which may be detected at every level within our school.

This may be achieved through

- creating a sense of belonging at every level of our school community

- Developing an atmosphere of mutual respect and caring

- Creating a Pastoral Care Programme which allows for a fair and equitable exchange of views/ideas/attitudes etc, in an atmosphere of trust

- Implementation of a Behaviour & Discipline Policy which creates a sense of justice and fair play amongst our school community

- Providing opportunities for everyone to succeed

- Promoting positive relationships at every level

- Working with parents for the mutual benefit of all

- Establishing and maintaining links with the wider community.

- Affirming and actively promoting staff to develop positive attitudes towards themselves and to the pupils in our care

**Relationships**

Excellent relationships foster and develop in an atmosphere of respect. Our school will work towards creating opportunities where mutual respect can grow and develop. We aim to create a caring, empathetic and secure environment where our young people can develop good relationships based on those they experience.

**Explicit elements of our Pastoral Care Programme**

RE lessons

Weekly Assemblies

Class of the Month Award

Pupil of the Week Award

Circle Time - weekly sessions

Anti-bullying lessons

Use of display boards & 'Worry Box' in the Assembly Hall to assist the children when they have worries or concerns

Class Attendance Award

Use of Prefects as playground buddies where appropriate

**Related Policies**

This policy is set in the broader school context of Pastoral Care, and as such should be read in conjunction with the following school policies:

- Child Protection & Safeguarding Policy

- Behaviour & Discipline Policy

- Anti Bullying Policy

- Policy on the taking of photographs and digital images

- SEN Policy

**System and Procedures**

While various members of staff have specific duties and responsibilities, every member of staff has an over riding responsibility for the provision of Pastoral Care and therefore must be prepared to act as the circumstances of each incident dictate.

**Roles and responsibilities**

It is our belief that all members of the school community have responsibilities regarding pastoral Care. Within Brackenagh West Primary School the following roles and responsibilities have been assigned to the various members of staff.

**Supervisors and Classroom Assistants** - Help to monitor the pupils at break, lunch and playtimes; reporting any concerns to the relevant class teacher

**Teachers** - Liaise between ancillary staff and Principal. Provide teaching schemes that are stimulating and in accordance with the Northern Ireland Curriculum (important elements of which will be PDMU and Thinking Skills and Personal Capabilities). Monitor pupils both in and out of class.

**Principal (Mr Peacock)** - Oversees the day to day management of the school's Pastoral Care Policy, ensuring that all members of staff are aware of school procedures. Liaises with the Board of Governors and relevant outside agencies including SELB, PSNI and Health and Social Services.

**Vice-Principal (Mrs Annett)** - Acts as deputy designated teacher and will manage and deal with pastoral care issues in the absence of the Principal.

**Senior Teacher (Mrs Rea)** - Acts as designated teacher and will manage and deal with pastoral care issues in the absence of the Principal and Vice-Principal.

**School Secretary** - Maintain and update relevant records

**Board of Governors** - Monitor the school's pastoral care procedures.

**Parents** - Report any concerns or issues they have regarding their child's welfare including long term need for medication.

## Outside agencies

Outside agencies will be used where appropriate to support our work e.g. counselling, Behaviour Management team, Pupil Personal Development Service (SELB).

## Complaints Policy

If a parent wishes to make a complaint regarding Pastoral Care the parent should follow the school’s established complaints policy.

## Liaison and communication

It will be the Principal's responsibility to liaise in relation to Pastoral Care between the school and the wider community. Channels of communication include Information Sheets, letters home, formal interviews, information evenings, FOBW events and informal conversations.

## Background information

It is each parent's responsibility to furnish and update the school secretary with the following personal details regarding their child:

Name

DOB

Address and telephone number of mother and father

Two other contact telephone numbers

Doctor's name and telephone number

Long term medication

Allergies

**Procedure for dealing with serious incidents relating to Pastoral Care.**

The Principal (or teacher in charge) will deal with the issue and will involve other adults as appropriate in the context of the Behaviour & Discipline Policy.

**Administering medicine**

It is not envisaged that that the staff will be required to administer routine medicines such as cough mixtures and anti-biotic medicine. There are number of issues to be taken into consideration:

- Is the child medically fit to attend school?
- Can the child wait until 1.45pm or 2.45pm to receive next dose of medication?
- Can a parent call into the school to administer the medication?
- Can the medication be kept in a safe location in school as cough mixtures etc should not be left in a child's school bag for Health and Safety reasons?

There may be occasions which will necessitate a written health plan for a particular child. In such circumstances the school will work with health professionals and appropriate training will be sought to ensure that staff are fully aware of the issue and actions they may need to take.

The school has a consent form which parents can fill in and complete, detailing any medication that needs to be administered in school.

**Monitoring and Evaluation**

The pastoral care procedures will be the subject of continual monitoring by those responsible for it- the school staff. The Principal will be responsible for liaising with and disseminating information to the Board of Governors, teachers and ancillary staff. Staff meetings will be used to evaluate procedures set in place.