



Parkhall Integrated College

Pastoral Care Policy

Agreed by Board of Governors: November 2021

To be reviewed: November 2024

Rationale

In Parkhall Integrated College*, we believe that a happy and successful College grows from respect for our surroundings and property, an appreciation of our sense of belonging and a pride in our identity as a member of the College community. We value every pupil and believe that each one has a positive contribution to make to the life of our College. To that end we encourage all our young people to avail themselves of the opportunities provided by the curriculum and extra curricular activities.

Purposes

Our Pastoral Care System:

- provides and maintains an orderly atmosphere in which all learning and personal and social development are possible
- supports the "subject" teaching/learning
- assists the individual pupil enrich his/her life through participation in both curricular or extra" curricular activities, developing an awareness of his/her work and formative process of recording achievement
- encourages the partnership between home and College, through effective communication and positive relationships
- offers guidance and counselling relevant to their development needs, which support the young people in our care in making their own decisions, and through enhancement of their self esteem to assist the pupils develop their own lifestyle, with a healthy respect for others
- prepares the young person for realistic educational objectives through a continuing process of self assessment, target setting and career action planning

Guidelines

Pastoral care is only effective when it relates to and permeates all the academic work in the College; similarly the academic side of the College is enhanced by imaginative and consistent pastoral provision.

The following activities contribute to the Pastoral care system in the College

- A framework of Heads of Boys' and Girls' Pastoral Care, Year Heads and Class Teachers to work together
- A planned Learning for Life and Work (LLW) programme (incorporating the taught Personal Development programme)
- A programme of study skills pertinent to each year group.
- A careers guidance programme which is complimented by the Pastoral Programme.
- A trained counsellor from Family Works
- A wide range of extra curricular activities.
- A Positive Behaviour Policy which emphasises the positive and includes rewards
- Class Monitors, Mentors and Prefects system to encourage responsibility and leadership.
- Bi Annual reports and tracking reports
- Parent interviews with Year Heads and Subject Teachers were permitted by COVID regulations
- Parent Voice and involvement of parents in College events.
- Support and Training for staff.
- Monitoring and evaluating of all aspects of the Pastoral Care system

It is the fusion of all these elements which constitutes our Pastoral Care. It must not be seen in isolation or apart from the academic work in the College and it must take into account the developmental needs of the young people. Therefore, each one of us is responsible for maintaining the College's Pastoral Provision.

Management of our Pastoral Care

Senior Pastoral Care Team	Pastoral VP, Heads of Boys' and Girls' Pastoral Care, SENCO
Pastoral Care Team	This is made up of the Head of Boys' and Girls' Pastoral Care and Year Heads, Pastoral VP
Year Heads	Each Year Group has two Year Heads one for girls and one for boys. They follow their particular group of pupils through from year 9 to year 12. Year 8 Year Heads are fixed.
Class Teachers	Act as class tutors, being responsible for a specific class on a daily basis. They work in Year Teams under the management of Year Heads.
Careers Guidance	The Head of Careers, is responsible for developing an appropriate guidance programme, and managing the Pupil Progress files.
Learning for Life and Work	This is co-ordinated by Mrs White and delivered by staff who have a commitment to this aspect of our provision.
Induction Team	Mrs Hamill and Mr Moody are permanent Year 8 Year Heads and will liaise with the Class Teachers to lead the Induction Team.

ROLES AND RESPONSIBILITIES:

The following is the list of duties for each member of staff as agreed by the Year and Class Teachers.

The Class Teacher's Role:-

- Immediate contact with each pupil in the class.
- Day to day administration (roll, lateness, notes, reply slips etc) Appendix 1 & 2
- Day to day monitor of pupils' progress and behaviour.
- Day to day check on uniform, diary, lateness etc.
- Communicator to Year Head, Subject Teacher, home and pupil.
- Be perceptive and sensitive to welfare issues.
- Crucial to the system of Pastoral Care.
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The responsibility of the Class Teacher:

- Basic discipline and harmony in the class
- Pupil Record Folders/Photographs
- School Reports
- Getting work for absent pupils
- Parent Interviews.
- Supervising class in Assembly
- Liaise with person taking LLW (PD) or tutorial period
- Be perceptive and sensitive to welfare issues.

The Year Head's Role:

- Create a team identity within the group of Class Teachers and lead an effective team.
- Create a group identity within the Year Group.
- Manage the Class Teachers, ensuring they are organised.
- Give support throughout the year, especially to new Class Teachers.
- Communicate all acquired and known information to Class Teachers. e.g. family problems, discipline etc.
- Inform Class Teachers of new pupils.
- Help at Parent Interviews
- Provide the permanent link with pupil and parent.
- Deal with referrals professionally and effectively.
- Deal with pupils on Daily Report.
- Monitoring of attendance, progress, development and behaviour
- Monitor Pupil Record Folder and complete relevant section annually.
- Be consistent in approach and methods of discipline.
- Be responsible for Year Group Assemblies and make good use of them.
- Supervise the formative process of the Record of Achievement and instigate the completion of the summative process.
- Be aware of the programme followed. by the Year Group in LLW (PD) and in other related areas.
- Promotion and demotions of the pupils between classes.
- Organise the Year Group in Assembly.
- Keep careful records of any pupil who has special needs.
- Liaise with Social Services as necessary.
- Carry out specific duties relating to each Year Group.
- Ensure that any serious misdemeanours are referred to Senior Management.
- Take responsibility for all pupils in the year Group – not just those with problems and encourage good pupils with praise or reward.
- Plan / organise events each year for the whole class to develop the sense of belonging and identity.

ALLOCATION OF TIME**DAILY REGISTRATION**

This is the ideal time for routine things to be checked - attendance, uniform, homework diary, behaviour, relationships, etc. In all years there is a Year Head free at this time to do class checks or to release the other Year Head to follow a similar plan.

YEAR HEAD TIME

Each Year Head has three periods for specific class duties. It is important that this designated time is used positively. Year Heads should use registration time to carry out checks, release registration staff etc.

YEAR ASSEMBLY

This should be an integral part of the Year Head's plan or strategy for the year group. The Year Assembly is held once every two weeks COVID regulations permitting. It is important that the Year Assembly provides a setting where the Year Head's profile is heightened. The significance of the whole system is weakened if the relationship between Year Head and each pupil in his or her Year is not being nurtured.

Each Year Assembly should have a short act of Worship (a few minutes only). The Year Heads may ask each Class Teacher to take this or ask pupils to be involved in it. In addition, time can be used to plan Class events or explain procedures and reinforce behaviour issues.

TEAM MEETINGS

Regular time is set aside for Pastoral Care Meetings. The Senior Pastoral Team meet fortnightly. Every other Monday is dedicated to pastoral meetings. Head of Boys' and Girls' Pastoral Care meet with Year Heads first and then Year Heads meet with Class teachers. These meetings are used to relay information, discuss issues of a pastoral nature which need to be addressed as they arise throughout the year and to bring pupils causing concern to the attention of the senior pastoral team to ensure pupils needs are being addressed.

INDUCTION TEAM

The transfer from Primary to Secondary school has long been seen as a sensitive and demanding stage in the pupils' experience. With the introduction of Assessments and Records of Achievement in Primary Schools, we are aiming at quality management of this stage. The Pastoral VP leads Induction Teams. Team members include the Year Heads for that year group, the testing and data co-ordinator, integration co-ordinator, and head of careers. The Special Needs Coordinator works with the Team where necessary.

CONTACT WITH PARENTS

It is our intention that parents will feel comfortable about contacting the College at any reasonable time, and with any concern. The General Office will arrange for the Year Head and/or Class Teacher to meet with a parent. Parents of pupils with Special Needs will naturally be dealing with the Special Needs Coordinator as well as the Year Head.

The two examination reports sent home will have a Reply Slip which should be returned to the Class Teacher. A tracking report is also sent home at the beginning of November for Years 8, 9 and 10.

Parent Teacher interviews will take place when permitted by COVID regulations

The Positive Behaviour Policy expands on how parental contact is used to support remediation and in problem situations.

LIAISING WITH OTHER AGENCIES

COUNSELLING

The College has excellent Relationships with New Life. The counsellor is in the College once a week.

SAM - School Age Mothers Programme

Parkhall has close links with the EWO with responsibility for new projects. Parkhall is a pilot school for the "Choices Programme", run by the Family Planning Association. The College is also participating in other new initiatives including the "Mood Matters" programme and a "Body Image" course. These course aim to be proactive against negative relationships.

SOCIAL SERVICES

The designated teacher Mrs McKibbin, liaises with Social Services if Child Protection matters arise. Where appropriate the Heads of Year attend Child Protection Case Conferences and discussions.

E.W.O

Regular meetings with our E.W.O take place with Mr Harbinson and Year Heads. We work as a team, understanding the background and reasons why some of our pupils do not attend regularly and to improve their attendance.

RATHMORE GUIDANCE CENTRE

Pupils displaying disruptive behaviour are supported by Parkhall with the help of Rathmore Guidance Centre. COVID regulation permitting a member of staff from Rathmore comes into school to work with pupils whose behaviour gives cause for concern. Some pupils have, when appropriate, spent periods of time at Rathmore.

EOTAS

Our Local EOTAS is Loughan in Ballymena. Pupils who are poor attenders or at risk of expulsion have often been encouraged to attend EOTAS.

ANTI-BULLYING WEEK

Parkhall takes an active role in this Annual Event. Special Events are run in classes and Assemblies to raise pupil's awareness.

OTHER AGENCIES

- CRUSE (Bereavement)
- ZEST (Self Harm)
- Antrim Adolescent Partnership
- C.A.M.H.S
- Women's Aid

START360
PSNI
Barnardos
Young Enterprise

MONITORING AND EVALUATION

In order to improve and maintain the quality of our pastoral provision and keep it a dynamic aspect of the College life monitoring and evaluating will take place as outlined in the Monitoring and Evaluating Policy.

These policy Guidelines are translated into action through other policies and procedures, for example:

Child Protection Anti bullying Policy Counselling Policy Drugs Policy Curriculum Policy

Assessment and Reporting Policy Internet and VLE Acceptable Use Policy

Monitoring and Evaluating Policy

Chair of Board of Governors: - M. Alexander

Date 22/11/2021

Appendix 1

PROCEDURES FOR REGISTRATION

Collect your Class Register folder from the staffroom and proceed to your registration room by 8.55 am.

As pupil Registration Forms are official documents it is essential that an accurate record of attendance is made daily. Pupils should be encouraged to answer their names in a mannerly way.

Pupil Present	X
Pupil Absent	O
Pupil Late	O
Absence Note Received	O^N

The roll should be finalised by 9.05. A pupil arriving to Registration before 9.05 should not be marked late. However pupils who continually arrive between 9 and 9.05 should be dealt with by the Class Teacher

1) Verbal warning, then, if no improvement,

2) Refer to the Year Head

If the pupil arrives after 9.05am he/she reports to the General Office and signs the Late Book.

If pupil has been absent the relevant note should be signed by the Class teacher. **The pupil's name and class and date(s) of absence should be added and the note placed in the Register.** A small 'N' should then be placed by the zero in the Register

The Register should be returned to the relevant office at 9.05.

Absence Notes from Parents

Insist that absence notes are received for all periods of absence. Notes for the week are retained in Your Class Registration Folder until Friday when Pat/Brenda completes the Absence Report Sheet which is issued to you on Monday morning. Be wary of 'forgotten' or 'doubtful' notes – consult with the Year Head as appropriate. Once acknowledged, all notes are retained in the General Office for reference.

If the note explaining absence is not forthcoming after three days:

- (i) The Class teacher should place the pupil in Break Detention for one day.
- (ii) If the note still does not come in the Class teacher should inform the Year Head who should place the pupil in After School Detention.
- (iii) After this the Year Head must liaise with the office staff. There must be a phone call home, followed by a standard letter.
- (iv) When a note is finally received by the Class teacher he/she must inform the Year Head.

Monitor Sheet: - JUNIOR SCHOOL

Record the total number present, the names of absentees, date etc. Issue Monitor Sheet to the Class Monitor.

~~Subject teachers **MUST** amend the monitor sheet where a pupil has arrived late.~~

All pupils with a note requesting permission to leave College early should be recorded on the Monitor Sheet and referred to the Year Head or Vice Principal or SMT Pastoral who countersigns the note.

Any information of a specific nature which is revealed in notes should be followed up and/or passed on to the Year Head or the appropriate member of staff. Relevant details should be recorded in the Pupil's Record File.

As appropriate, 'speak to' individual pupils regarding irregular attendance and/or lateness. Refer to the Year Head if necessary.

Attendance Check - SENIOR SCHOOL

Individual subject teachers should keep their own roll for each class. Any suspicious absences should be reported to Year Head/Pastoral Head/VP/Brenda.

Appendix 2

PROCEDURES FOR PUPILS LATE TO SCHOOL

1. Pupils arriving in Registration between 9 and 9 05 are deemed to be late and should be dealt with according to registration procedures.
2. Pupils arriving after 9.05 are classified as being late and names written into the Break Detention book.
3. Heads of Year should use registration time (9.00– 9.15) to monitor pupils arriving late.
4. Year Team meetings will review those pupils who are regularly late.
5. Heads of Year should place pupils who are continually late in After School Detention.

Year Heads and Class Teachers will continue to be kept informed of relevant pupils by receipt of school detention slips. These are for their records.

At times if a pupil is experiencing difficulties at home (e.g. a parent who is ill) this will be taken into consideration. The office staff should be kept informed of such instances by Class Teachers/Year Heads.