

PASTORAL CARE POLICY

AIM OF POLICY - to ensure the holistic development of our students, who are valued, cared for and respected. Students feel a sense of belonging, are socially at ease and educationally successful. This policy stems from the schools' mission statement.

High-quality pastoral care comes about if, as a school community, we help "TO MAKE OUR GOOD BETTER, AND OUR BETTER BEST". All members of staff are therefore involved, especially by being vigilant to notice students who are vulnerable and in need of help. We commit our school to:

- Provide loving, caring and secure environments.
- Recognise the individuality and dignity of each student.
- Foster life-giving relationships within the school.
- Foster and nurture teacher-student cohesion, making teachers positive role models.
- Maintain a strong culture that centers on respect and harmonious interaction.

Effective pastoral care is becoming increasingly vital because of the rapidly changing home backgrounds of our students, family instability and child protection issues.

STAKEHOLDERS WITH DIRECT INVOLVEMENT

Head of School - Overall responsible for the Pastoral Care of all students.

Assistant Heads - Liaison with Head and all staff in the interest of the students.

Head of Department - Link with Head and Assistant Heads.

School Counsellor - Counsels students, assist parents to make informed decisions about their son/daughter's education, and other duties as per role.

Guidance Teachers - Concerned with each student's personal, curricular and vocational welfare. Keeps contact with parents to offer support and guidance.

Form Teachers - Form Teachers monitor class progress and atmosphere. They act as a reference point and deal with any issues that may arise within the class.

Teaching Staff - Foster and encourage good manners and respect for others during lessons. They regularly communicate with the SMT and Form Teachers.

LSAs - Provide in-class support to students.

Students' Council - Promote a positive school ethos.

School Prefects – An effective link between the school administration, teachers

and students. Perform specific duties assigned to them by the Block Assistant Head.

Class Prefects - Link with between class and teachers. Act as support for students, and they also perform specific duties for the Form Teacher/Assistant Head.

Parents/Guardians - Should monitor their son/daughter's diary regularly to check homework and note teacher comments besides being genuinely concerned in their son/daughter's welfare.

SPECIFIC PROCEDURES

Data Capture Forms – Parents/guardians are requested to fill in separate forms with personal information for each student in our school and advise us of any changes.

Non-Class Time Supervision – During mid-morning, mid-day breaks and at dismissal time students are supervised by teachers/LSAs. Students are invited to participate in various mid-day break activities.

Sickness or Injury – Parents/guardians will be contacted immediately so that their son/daughter is taken home.

Medication - At the beginning of each school year parents/guardians are asked to supply the school with information of any current or on-going medical problems. Students in need of medication during school hours **cannot take their medication on their own** and **cannot keep the medication in their school bag**. **School personnel cannot provide students with medications. If the need arises parents/guardians are to fill in the necessary forms so that the nurse is contacted.**

Absences - When a student is absent due to sickness or other reasons, parents/guardians should explain the absence by a written note/medical certificate, when student returns to school. Unexplained absences will be pursued in the interests of the student.

If a student needs to leave the school early, he/she must present a note in the morning stating the reasons for leaving early and signed by the parents including their I.D. Card No. The Assistant Head will then advise the student what to do.

Emergencies ARE THE EXCEPTION NOT THE RULE. Parents cannot expect to turn up at school unannounced and have school staff run around to find their son/daughter.

Door Security System – School gates close at 8.25am. No entry into the main building is possible without knowledge of the visitor's identity and purpose. An intercom system allows immediate communication between the office and all visitors.

Parental Interviews – These occur twice a year and by request as necessary. Parents are encouraged to arrange meetings with Form Teachers, Subject Teachers, Assistant Head or Head of School if they have concerns regarding aspects of school life. Such meetings are encouraged to dispel worries before any possible distress is caused.

Parents/Guardians cannot expect to turn up at school unannounced and speak with the Head of School, Assistant Heads, Guidance teachers or teachers. Appointments must be set.

School Reports - School reports are issued twice annually. Besides monitoring students' progress and evaluating their learning, the reports also include the level of behaviour. The March and July report give details of school exams.

Personal and Social Well-being – The school regularly reminds students that they may speak to any member of staff in the strictest confidence about any matter which is worrying them. The teacher spoken to is duty bound to be very prudent and responsible, and refer student if s/he feels the issue merits more competency.