

Pastoral Care Policy

2018

Ashgrove Primary School



Learning, Caring, Growing Stronger Together



PASTORAL CARE

Agree Date	Review Date	Person Responsible
2018	2020	Pastoral Care Leader & SLT

Introduction

In Ashgrove Primary School we are primarily concerned with the safety, health, well-being and personal development of all our pupils. We recognise the uniqueness of each child and through our pastoral care, we want to ensure that each child feels cherished and thrives to achieve their full potential in a safe and happy environment. We believe that children learn best when they feel safe, happy and accepted in school.

UNCRC (Rights Respecting Schools)

All children have Rights. We are a Rights Respecting School and place the UNCRC at the core of our ethos. ALL children should enjoy and access their Rights and enable fellow peers to access and enjoy their Rights too. We aim to educate our young people that negative behaviours can deny friends and classmates from enjoying their Rights.

- ❖ Article 28 Every child has the right to an education. Discipline in schools must respect children's dignity.

MISSION STATEMENT

Learning, Caring, Growing Stronger Together

All members of our school community were consulted over and agreed our Mission Statement. This statement is central to the Pastoral Care and ethos of our school.

Aims of the Pastoral Care Policy

- ❖ To create a safe, caring community within our school where there is respect for oneself and respect for the views, opinions and differences of others
- ❖ To develop all aspects of a child's well-being i.e. their spiritual, moral, emotional, physical and academic development.
- ❖ To provide an environment that will enable each child to develop their self-confidence, their self-esteem and a positive self-image.
- ❖ To work in partnership with parents and outside agencies to overcome any difficulty a pupil may encounter and therefore enrich the quality of teaching and learning.
- ❖ To help pupils appreciate and value the opportunities and resources they have and to work as a school to help others in our community and the wider environment.

The pastoral care of our pupils will be developed and enhanced through a wide range of activities and opportunities. These, combined with the Northern Ireland Curriculum, enhance the development of the 'Whole' child.

These include:

- ✓ Rights Respecting Schools (UNICEF)
- ✓ Anti-Bullying Ambassadors (Diana Award Trust)
- ✓ Eco Schools
- ✓ Weekly assemblies
- ✓ The involvement of all pupils in presentations and school productions
- ✓ The recognition of achievements in and out of school
- ✓ The celebration of children's work
- ✓ Class duties/responsibilities and the P7 Buddies Programme
- ✓ The involvement of pupils in charities and supporting our community
- ✓ Extra-curricular activities
- ✓ Our extended sport and instrumental programme
- ✓ Circle time
- ✓ Communicating with parents through See-Saw
- ✓ Parent/Teacher meetings and year group curriculum meetings
- ✓ Educational visits and residentials
- ✓ TalkAbout withdrawal support group
- ✓ The full involvement of pupils in their classroom Rules, Rewards and Consequences
- ✓ Additional learning support
- ✓ The ongoing review of all pastoral care policies and procedures
- ✓ Events throughout the year which continue to reinforce important pastoral information e.g. Anti- Bullying Week, Internet Safety and Child Protection Assemblies etc (these areas are also reviewed with pupils on many occasions throughout the school year).

Liaison with Parents and other Agencies

In Ashgrove Primary we value the close collaboration with parents in all aspects of school life. We encourage parents to bring any areas of concern firstly to the class teacher's attention as soon as possible.

Should problems or misunderstandings arise, we will listen and work with parents. We ask parents to support our pastoral care policies and procedures which have been developed after much consultation and ongoing review with all members of our school community.

The school will utilise the support and expertise of other agencies. These include:

- ❖ Education Authority (NE Region)
- ❖ RISE NI
- ❖ Local Churches
- ❖ Education Psychologists
- ❖ Our School Nurse and Health Agencies
- ❖ NSPCC
- ❖ Charitable Associations
- ❖ Board of Governors

Key Pastoral Care Personnel

While all teachers and non-teaching staff of Ashgrove Primary School are committed to promoting and providing high levels of pastoral care, the following personelle have key roles and responsibilities throughout the school.

Mr Robert Smith: School Principal, staff development, Health & Safety, leading SLT

Mrs Karen Flaherty: Vice Principal, ICT Leader (including online safety), Head of Key Stage 2

Mr William Edwards: Designated Governor for Child Protection

Mrs Jill Carberry: Pastoral Care & PD&MU Leader, School Council Leader, Rights Respecting Schools Leader.

Mrs Valerie Luney: Designated Teacher for Child Protection.

Mrs Lesley Doherty: Co-ordinator for Special Educational Needs (SENCo).

Mrs Lisa Torrie: Head of Key Stage 1, Co-ordinator for Religious Education.

Miss Carolyn Morrison: Head of Foundation Stage.

Relationships

All staff work hard to establish positive working relationships with the pupils. We believe that how we treat our community is reciprocated. A good relationship between pupils and staff is paramount in generating a positive climate within the school community where every individual feels valued and cared for at all times.

We promote positive relationships between teachers and their pupils and with other school-based staff, through regular meetings, PDMU lessons, residential and non-residential trips, extra-curricular activities, School Productions, assemblies and Parent Teacher Association events.

Please also refer to the Staff Code of Conduct, 2018.

Confidentiality

Pastoral Care issues will be approached and dealt with sensitivity and confidentiality. Information will only be shared with those on a need to know basis. We encourage parents to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. Any information disclosed is treated as confidential.

Pastoral Care Booklets

Each class will have a Pastoral Care Folder and booklets. Teachers and other adults should record significant pastoral issues (this may include both positives and concerns). This file will be passed with each class as they move through the school. This will help adults track pastoral issues.

School Code of Conduct

In consultation with our pupils and stakeholders we have defined the following school Code of Conduct. The Code of Conduct will be displayed prominently around the school. In the Foundation Stage the Code of Conduct is articulated in a more suitable language according to the age of the children. The School Council has been consulted when drawing up this Code.

We will allow everyone to enjoy their rights by...

- Arriving to school on time;
- Wearing our school uniform;
- Showing respect to everyone in school;
- Being truthful, well-mannered and kind;
- Taking pride in our school building;
- Looking after our books;
- Walking sensibly and quietly in the corridors;
- Keeping our school litter free;
- Setting a good example to others;
- Exercising self-control; &
- Lining up quickly and quietly



Article 1: Everyone under the age of 18 has all the Rights of the Convention

All children have the right to be treated with dignity & fairness, to be protected, to develop to their full potential and to participate.



Arriving to School Safely and Punctually

As per our Attendance Policy we believe that a punctual start to the school day is important in establishing good routines.

Arrival at school with supervision: 8.40 am - 8.55 am

Breakfast Club: 8.00 am - 8.40 am

Bell rings: 8.55 am which marks the start of the school day - all pupils should be in school for this time.

Parents are asked not to drop children off before 8.40 am unless they are enrolled and escorted to the 'Breakfast Club'. Parents must not leave children unaccompanied on the school site prior to 8.40 am when teachers will be on duty to supervise children in the Playgrounds.

Your child's teacher may be on duty in the morning or have other commitments. If you need to leave an urgent message or speak to a member of staff, please call at reception where office/school staff will assist you in every way possible.

Breakfast Club (P1-P7)

Ashgrove Primary School provides a Breakfast Club to facilitate working or busy parents from 8.00 am every morning. The club is enriched with games, which ensure the pupils have a very welcoming and cheerful start to the school day.

Breakfast Club costs £2.00 per day and should be booked online by the night before via SchoolMoney.

Late Arrivals

Children arriving late **must not** be left unaccompanied in the school grounds. Parents must escort their children to Reception as all other doors/gates will be closed from 8.50 am onwards.

At reception, school staff will accompany pupils (P1) to their class; P2 to P7 pupils can walk safely to their classroom. For Safeguarding reasons parents may not escort late children to classrooms.

Morning Routines

Primary 1 Parents are welcome to escort their children into their classrooms at the beginning of the school day. The entrance door at the P1 area should be used.

Children from P2-7 are strongly encouraged to walk themselves in to school - this promotes a sense of independence.

Leaving School

CHILDREN MUST NOT LEAVE THE SCHOOL GROUNDS AT ANY TIME DURING THE SCHOOL DAY.

Leaving early for an urgent appointment or unforeseen matter...

- ❖ If a child is to leave school early due to a medical appointment or for another urgent reason, a note is required in advance to inform the class teacher. Alternatively, an email may be sent to school on infor@ashgroveps.newtownabbey.ni.sch.uk Parents/Guardians are asked to call at reception where the child can be collected.

- ❖ If a note has not been forwarded to the class teacher in advance, parents should go to the reception. The administration staff will log your details and inform your child's teacher.
- ❖ In the best interest of your child's education, medical or dental appointments should be made after school or during holidays where possible.
- ❖ Taking children out of school early on a regular basis, not only disrupts a child's education, but also disrupts the routine of the classroom.

Leaving school safely at the end of the school day

- ❖ Parent(s)/Guardian(s) are asked to collect children in P1, P2, and P3 promptly at 1.50 pm from the designated exits. Parent(s)/Guardian(s) are reminded to be punctual as P1 to P3 teachers have teaching and planning commitments between 1.50 pm and 2.50 pm.
- ❖ Teachers in P1, P2 and P3 **must** be informed in writing by Parent(s)/Guardian(s) if someone new is collecting their child.
- ❖ All pupils must stay with their Teacher or Learning Support Assistant if their Parent(s)/Guardian(s) is delayed. Children must not leave the school grounds without permission.
- ❖ Parent(s)/Guardian(s) should ensure their children know who is collecting them at the end of each day.
- ❖ Children must cross the school car park using either of the two zebra crossings and leave via the pedestrian gates.
- ❖ Children attending Sleepy Hollow, 'PM' Club or any after school activity must meet in the agreed area.

Children attending any activity or club after school must stay under the safe supervision of the adult in charge. Children must remain with this adult until they are safely handed over to their Parent(s)/Guardian(s) at the end of the activity.

Uncollected Children

Children who are not collect on time at the end of the school day will be brought to our After School Club where supervision is provided. There is a charge of £2.50 per hour or part thereof for the use of this service.

Behaviour and Courtesy (Please refer to our Positive Behaviour Policy, 2018)

In Ashgrove Primary we expect all children to behave with courtesy and good manners and demonstrate at all times that they respect themselves and others by:

- ✓ Being polite at all times and using terms such as 'Please,' 'Thank You' and 'Excuse Me' appropriately;
- ✓ Using acceptable language only;
- ✓ Being friendly and pleasant to others by word and actions;
- ✓ Only playing games that are safe and staying within the designated play areas;

- ✓ Avoiding interrupting adults or their peers who are having a conversation;
- ✓ Greeting staff or visitors entering the school or classroom by saying "Good Morning" or "Good Afternoon" and standing back to let them enter a room first or holding a door open;
- ✓ Entering other classrooms in a polite manner - knock, enter and wait until the teacher is free;
- ✓ Walking quietly throughout the school at all times;
- ✓ Respecting and following the instructions and directions of all staff and coaches/adults involved in after school activities;

Children must remember that when they are coming to school and going home they are still representing the school and as such, behaviour must reflect this.

Any form of physical violence, bullying, threats, bad language or destruction of property is strictly forbidden in Ashgrove Primary School.

Packed Lunches and School Meals

Parents are asked to provide healthy lunches in line with our Healthy Eating Policy which follow the Education Authority's Nutritional Standards Guidelines.

- ❖ Parents are asked to only send plastic bottles into school and to clearly label their child's lunch box.
- ❖ All pupils are expected to eat their food in a polite manner and display good manners, respect and care for others at all times.
- ❖ Pupils are expected to carefully follow the instructions of the canteen staff and lunch time supervisors.

Birthday Invitations

If birthday invitations or Christmas cards are to be given out during school time, we would encourage parents to provide **ALL** the girls or boys in the class with invitations or cards. We do not want a child to feel excluded and upset during their special time with us in Ashgrove Primary School.

Parents should NOT send birthday cake or sweets to school for their child's birthday - we have a number of children with severe allergies.

ROLES AND RESPONSIBILITIES

It is important that all individuals recognise their responsibilities in implementing the Pastoral Care Policy.

SCHOOL MEMBER	RESPONSIBILITIES
TEACHING STAFF	<ul style="list-style-type: none"> • Demonstrate by example the high standards of personal and social behaviour we expect of our pupils. • Develop a good rapport with pupils taught to foster an environment of mutual respect in classroom. • Plan and deliver RRSA & PDMU lessons using relevant themes and resources as well as other appropriate material. • Help children to achieve their potential by setting appropriate expectations and providing support and encouragement. • Encourage children to accept personal responsibility for their behaviour.

SCHOOL MEMBER	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Be alert to signs of distress and encourage pupils to speak to an appropriate adult. • Listen to children who come to you with a problem, take what they say seriously and act to support and protect them. • Record minor incidents in the Incident Book and provide Heads of Key Stages/Vice-Principal with copy to monitor patterns of concern. • Refer to Anti-Bullying Policy if bullying is suspected. • Maintain good communication with parents through meetings, reports, written comments on homework/notes home and verbal feedback. • Attend in-service training on Pastoral Care and related issues. • Be familiar with the school Pastoral Care Policy and be aware of current educational research and initiatives related to these issues. • Adhere to the school policy of confidentiality
AUXILIARY STAFF	<ul style="list-style-type: none"> • Demonstrate by example the high standards of personal and social behaviour we expect of our pupils. • Develop a good rapport with pupils and foster an environment of mutual respect in school. • Be alert to signs of distress and encourage pupils to speak to an appropriate adult. • Listen to children who come to you with a problem, take what they say seriously and act to support and protect them. • Complete Accident Report Forms. • Report minor incidents to class teacher. • Report concerns to class teacher if bullying is suspected. • Adhere to the school policy of confidentiality
SLT	<ul style="list-style-type: none"> • Foster effective communication between school and home. • Raise awareness of and celebrate pupil achievement in school. • Support House System in promoting Positive Behaviour. • Monitor minor incidents and look out for concerning behaviour patterns. • Monitor bullying incidents and support class teacher in dealing with issues of bullying. • Adhere to the school policy of confidentiality.
PRINCIPAL	<ul style="list-style-type: none"> • • Attend all relevant training and disseminate to colleagues. Facilitate staff briefings and in-service training • Ensure that the policy is a living document which is communicated to the school community. • Facilitating regular monitoring and review of Pastoral Care procedures. • Foster effective communication between school and home. • Adhere to the school policy of confidentiality.

SCHOOL MEMBER	RESPONSIBILITIES
SLT & GOVERNORS	<ul style="list-style-type: none"> • Be familiar with school policies and procedures. • Ensure that all policies and procedures are implemented and reviewed as appropriate. • Support staff and parents in the implementation of the policy and procedures. • Deal with issues fairly, in accordance with legislation and SEELB guidelines. • Consult with external agencies (where appropriate), including Educational Welfare and PSNI. • Adhere to the school policy of confidentiality.
PARENTS	<ul style="list-style-type: none"> • Demonstrate by example the high standards of personal and social behaviour we expect of our pupils. • Help children to achieve their potential by setting appropriate expectations and providing support and encouragement. • Encourage children to accept personal responsibility for their behaviour. • Be alert to signs of distress and advise their children to report any concerns to a member of staff. • Maintain good communication with school by attending organised meetings and informing school of any home issues which may impact pupil. • Be familiar with the school Pastoral Care Policy and encourage children to behave in accordance with the school's Behaviour Policy.(Sign Pastoral 'pack') • Work in partnership with the school and respect the sanctions imposed (in accordance with the school Discipline Policy) to promote positive resolutions.
PUPILS	<ul style="list-style-type: none"> • Act in a respectful and supportive manner to fellow pupils and school community. • Speak to a member of staff about any concerns. • Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances. • Raise issues with pupil council representative. • Accept personal responsibility for behaviour.

Parents are always welcome in school and are encouraged to communicate regularly with their child's teacher or the Principal if they have concerns or worries. To ensure minimum disruption to teaching and learning, parents should write a note or make an appointment via the Office.

We endeavour to respond to your queries or concerns promptly, we do however ask parents to recognise that teachers are unable to respond to calls during teaching time.

Links to other Policies:

- Anti-Bullying Policy
- Positive Behavior Policy
- Administration of Medication Policy
- Staff Code of Conduct
- Visitors Code of Conduct
- ICT and E-Safety Policy
- Drugs Policy
- SEN Policy
- Health & Safety Policy
- Intimate Care Policy
- Smoke Free Policy
- Healthy Eating Policy
- Complaints Procedure
- Raising a Concern procedure

MONITORING & REVIEW

Staff meet regularly to discuss our pastoral care provision. The opinions of children, parents and staff are sought (via questionnaire) and valued. The SLT, Vice-Principal and Principal liaise frequently to ensure implementation of procedures and consistency of practice.

The Pastoral Focus Group (made up of pupils) are also consulted for their opinions.