

St. Patrick's Academy



Pastoral Care Policy

2023-24

Pastoral Care Policy

Context

The Pastoral Care policy of St Patrick's Academy promotes an environment in which students, staff and parents are committed to the idea of excellence within a caring, supportive community. The ethos of St Patrick's Academy is encapsulated in its Mission Statement and Motto:

At St. Patrick's, we take great pride in providing a welcoming, safe and caring learning environment in which all pupils can thrive, knowing that they are valued and respected as individuals, and as members of a respectful and tolerant community with strong moral and spiritual values. These values are inspired and informed by our Christian faith and, in common with our other school policies, we, the students, staff and parents, challenge ourselves to give practical expression to the teachings and values of our Christian faith.

The fundamental ethos of pastoral care within the Academy is that of formative and holistic education. St Patrick's, as a Catholic school, seeks through its pastoral care, to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be. We believe that every student can fulfil their intellectual, moral, emotional and spiritual potential through a positive and effective learning community in which all pupils, staff and parents are aware of the part they play in ensuring this.

Our pastoral care is designed to prepare our young people to contribute to society with integrity and is underpinned by a strong, restorative ethos which is modelled on Christ's teachings of forgiveness and reconciliation.

A real strength of the pastoral care system is the fusion of the pastoral and the academic so that all our pupils are supported in every aspect of school life. As such, pastoral care underpins all approaches, programmes and policies within the school, in order to meet the holistic needs of each individual, thus enabling them to achieve their true potential.

The Pastoral Care Policy operates in conjunction with other relevant policies:

- Anti-Bullying;

- Child Protection;
Drugs and Alcohol;
- Reasonable Force and Safe Handling;
Behaviour Management;
- Critical Incident;
- Special Needs; and,
- Pupil Attendance and Punctuality.

The Board of Governors

The Board of Governors has a statutory duty, under Article 176(1) of the Children (NI) Order 1995, to safeguard and promote the welfare of registered pupils at the school at all times when:

- on the premises of the school
- in the lawful control or charge of a member of the staff of the school

The Board of Governors has a statutory duty to:

- safeguard and promote the welfare of registered pupils at the school at all times when the pupils are on school premises or in the lawful control or charge of a member school staff
- decide on the measures to be taken by all persons associated with the school to protect pupils from abuse, whether at school or elsewhere, and review them from time to time
- to have measures in place within their discipline policies to prevent bullying
(‘Every School a Good School’ The Governors’ Role)

The Principal

The Principal has a responsibility to ensure that structures are in place within the Academy to enable each pupil to avail of the pastoral provision to which they are entitled.

Pastoral Structure

Each member of staff is committed to the welfare of the students and the ethos of the Academy. The Vice Principal has overall responsibility for leading the pastoral care provision, structures and programmes within the school.

The pastoral structure of the school is comprised of three Key Stages (KS3 Y8-10, KS4 Y11-12, KS5 Y13-14) and each Key Stage has a Head of Key Stage who is a Senior Leader. There is a Year Head for each Year Group and a Class Tutor for each form class group.

When Year 8 pupils join St. Patrick’s community, they are cared for by a dedicated team of Class Tutors and a Year Head who will support them during the transition

period and liaise with parents to ensure that all students feel settled and happy in St Patrick's Academy.

There is a timetabled Class Tutor period during which the students follow a Personal Health and Social Education programme that is matched to the needs of each age group. External agencies also deliver a range of programmes on a wide variety of issues.

The taught pastoral provision is tailored effectively to the needs of the pupils and is proactive in raising their awareness of the social and emotional challenges which they and others face. As part of our Positive Behaviour Focus, there is a reward system and achievements are celebrated through assemblies, postcards home, certificates, prizes, reward trips, social media posts, the website and the annual Prize Day Ceremony.

The Form Tutor

The main pastoral support for each pupil is provided by their Form Tutor. The Form Tutor meets the class at morning and afternoon registration and will mentor each student throughout the course of the year.

The aim is that each Form Tutor should gain a detailed knowledge of the needs, emotional development, progress and academic achievement of each pupil in his/her Tutor Group.

There is a dedicated tutorial period for Form Tutors to meet their form group and deliver a Pastoral Programme. In addition, time is allocated to allow Form Tutors to provide 1:1 mentoring and pastoral support.

The Form Tutor will:

- emphasise the school rules and will continually remind pupils of the daily routines;
- complete the registration of pupils online in the morning and afternoon and will monitor attendance and punctuality in accordance with the school policy;
- monitor the SIMs data on pupils, which is regularly updated and will check merits and sanctions, liaising with the Head of Year regarding rewards and sanctions;
- be the first point of contact with parents and initially deal with worries and concerns a pupil or parent may have;
- liaise with the Head of Year, the Safeguarding Team and the SENCO to pass on issues as appropriate;
- deliver the tutorial programme and the preventative curriculum;
- check continuous tracking and reports as directed by the Head of Year;
- mentor each pupil.

The Head of Year

The Heads of Year support the Form Tutors in their pastoral role, providing leadership, guidance and support. They work with Form Tutors and other staff to promote pupils' academic and personal development.

The Head of Year will:

- in liaison with the Head of Key stage and Vice Principal, design, review and update a Pastoral Programme which is specifically tailored for the year group and which places an emphasis on the pastoral curriculum;
- lead assemblies on a weekly basis and ensure that positive rewards and achievements are celebrated and promoted in conjunction with the Head of Key Stage;
- lead the Parental Information Evening for the year group;
- liaise with external agencies, Head of Key Stage and Vice Principal to plan and deliver events related to the preventative curriculum;
- deal with pastoral and discipline issues as outlined in the Positive Behaviour Policy and in accordance with the rewards and sanctions policy;
- monitor attendance and punctuality in accordance with school policy;
- monitor the SIMs data on pupils, which is regularly updated and will check merits and sanctions and liaise with the Head of Key Stage regarding rewards and consequences;
- check continuous tracking and conduct follow up meetings as required.

The Head of Key Stage

The Head of Key Stage is the Senior Leader responsible for all students within a particular Key Stage in the school. Key Stage 3 (Y8-Y10), Key Stage 4 (Y11-Y12) and Key Stage 5 (Y13-Y14).

The Head of Key Stage will:

- oversee the design, review and update a Pastoral Programme which is specifically tailored for the year group and which places an emphasis on the pastoral curriculum
- attend assemblies for his/her section on a weekly basis and ensure that positive rewards and achievements are celebrated and promoted
- in conjunction with the HOY, lead and organise the Parental Information Evening for the year group
- liaise with external agencies, the Head of Year and Vice Principal to plan and deliver events related to the preventative curriculum
- deal with pastoral and discipline issues as outlined in
- the Positive Behaviour Policy

- monitor attendance and punctuality in accordance with the School Attendance Policy
- monitor the SIMs data on pupils, which is regularly updated and will check merits and sanctions and liaise with the HOY regarding rewards and consequences
- check continuous tracking and reports and provide analyses of these and conduct follow up meetings as required

The Vice Principal

The Vice Principal has overall responsibility for leading the pastoral care provision, structures and programmes within the school.

The Vice Principal will:

- oversee, manage and lead the work of the Heads of Year, Heads of Key Stage and pastoral staff;
- ensure that the design, review and update of all Pastoral Programmes are specifically tailored for the year group and places an emphasis on the pastoral curriculum;
- liaise with external agencies and the Head of Year/Head of Key Stage to ensure that each year group attends organised events related to the preventative curriculum;
- deal with pastoral and discipline issues as outlined in the Positive Behaviour Policy;
- monitor attendance and punctuality in accordance with the Attendance Policy and liaise with the EWO, ETA service and EOTAS as required;
- monitor the SIMs data on pupils, which is regularly updated, check merits and sanctions and liaise with the Heads of Year/Heads of Key Stage regarding rewards and sanctions;
- oversee the regular review and updating of all pastoral policies in accordance with any relevant DENI circulars;
- act as Designated Teacher and lead safeguarding in the school in accordance with policy.

Students

The students have a leading role in the Academy's pastoral system. The Senior Prefect Team mirrors the SLT structure of the school and senior students also act as mentors to junior classes. The Head Boy, Head Girl, Deputy Head Boy, Deputy Head Girl and Senior Prefects are chosen by application and interview in Sixth Form.

There is an active and enthusiastic Student Council with an elected representative from each form class. The peer mentoring scheme provides opportunities for senior pupils to help younger students through any challenges they may be facing. This is

facilitated through a focused training programme from which mentors can help students using the skilled helper model.

Students will:

- abide by the school rules, in accordance with the Positive Behaviour Policy, and adhere to the agreed daily routines
- attend school regularly and be punctual
- endeavour to have a positive merit record and be aware of the potential consequences for breaches of conduct
- treat all members of the St. Patrick's Academy community with respect

Counselling Services

The Academy has access to counselling through Familyworks, funded by DENI and a counsellor is available one day a week. Through the Vice Principal, students are referred to other agencies for counselling as appropriate and family counselling support services can be availed of through a referral to the Family Hub.

The Safeguarding Team

St. Patrick's Academy has a designated child protection team. The Vice Principal, Ms R. Clarke, is the Designated Teacher and the Deputy Designated Teachers are Mr McKenna (Year Head) and Mrs S. Scarlett (SENCO/SLT). Training and guidance is provided for all staff annually and parents and pupils are informed through Parental Information Evenings and Student Assemblies.

External Agencies

The school has a Service Level Agreement with the EWS [Educational Welfare Service] and the Vice Principal and Attendance Officer meet regularly with the designated EWO [Educational Welfare Officer]. Staff from the Safeguarding Team attend all LAC (Looked After Children) conferences and all Social Services Case Conferences and Family Meetings. The school maintains strong links with agencies to provide additional support for the specific needs of our students as well as to facilitate the development of the preventative curriculum.

Parents

St. Patrick's Academy works in partnership with parents and carers to support our students pastorally and academically. Parents are able to contact all teachers via telephone call and by completing an online contact form via the school website. Parents are contacted regularly through the Parent SIMS App and can view their child's attendance, behaviour and achievement as well as academic progress through this App. All letters and communications with parents are primarily sent through this App for convenience and efficiency. As well as formal Parent Teacher meetings, there is a Parental Information Session at the start of the academic year

for each year group and regular meetings with parents for pastoral reasons throughout the year.

Review

This policy will be reviewed biennially by the Vice Principal, in consultation with students, parents, staff and governors and amended as appropriate in accordance with any relevant DENI circulars.