

St Killian's College Garron Tower



Pastoral Care Policy

Mission Statement

“St Killian’s is a Catholic College which strives to achieve excellence for all, within a happy, supportive and stimulating learning community.”

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St Killian's College Garron Tower Pastoral Care Policy



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PREAMBLE:

St Killian's, founded in 2010, is a Catholic Co-Educational All Ability College, a learning community in which all members work together to meet the challenges of the 21st century in an atmosphere of mutual respect and truth, 'Caritas et Veritas'.

Pastoral Care is the area in which the caring Christian ethos of the College finds its practical expression. St Killian's seeks to *achieve excellence for all, within a happy, supportive and stimulating learning community* and to meet the pastoral as well as the academic needs of its students. Personal growth is best achieved in an environment which is student-centred, which promotes a positive self-image in each individual, and which fosters tolerance and good relationships throughout the College and beyond.

- Each Key Stage has a Senior Teacher with responsibility for the co-ordination of Pastoral Care.
 - Dr J Huddleston, Key Stage 3.
 - Mrs B Haughey, Key Stage 4 and Deputy Designated Teacher for Child Protection.
 - Mr D Logue, Post 16 and Deputy Designated Teacher for Child Protection
- Mrs E McKay is the Vice Principal in charge of KS4 and Post 16 and the Designated Teacher for Child Protection.
- Mr P McIlwaine is the Vice Principal in charge of KS3 and KS4.
- Mr P Slevin is the Learning Support Co-ordinator and Mr F Scullion is the Assistant Learning Support Co-ordinator within the College.

WE AIM:

The aim of the Pastoral Care Policy is to assist each student to achieve his/her full academic potential we also aim to develop our students into secure, responsible young adults who are fully equipped to respond to the challenges of life after college. Fundamental to our pastoral approach is the promotion of a caring ethos and good quality relationships throughout the entire college community.

GENERAL AIMS:

- To be happy in themselves and contribute to the happiness of the wider college community through active participation.
- To relate to others, both in the college and in the wider community.
- To foster a sense of belonging and involvement in the college community.
- To make informed decisions based upon the fundamentals of Catholic/Christian ethos.
- Self discipline and a sense of responsibility.
- An independent, positive approach to study.
- A positive approach to leisure pursuits and healthy living.



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PASTORAL CARE STRUCTURE:

The Pastoral Care of the individual student is our prime concern and, while all staff make a contribution to the caring ethos of our College, there are a number of specialised roles within the Pastoral Care structure.

Each class group has a **Form Teacher** and each year group has a **Year Head** who co-ordinates the work of the Form Teacher.

The **Year Head** has overall responsibility for the Pastoral Care of the students in the year group, to provide leadership by working closely with Form Teachers and preparing a programme relevant to the needs of the students in that year.

The **Senior Teacher in each Key Stage** has responsibility for the Pastoral System within each Key Stage. He/she must bring leadership and foster the idea of team spirit within the College.

The **Vice Principals** have responsibility for drawing up guidelines on discipline and pastoral support and the evaluation of the Pastoral Care Policy.

The **Form Teacher** has daily contact with the class and has an overview of each student's progress. He/she liaises regularly with subject teachers and monitors the student's work, behaviour and well being.

Form Teachers are key figures in the pastoral system. Their daily contact with the students ensures detailed knowledge and a clear understanding of each student's needs, personal development and academic progress. They keep the Year Head informed about the students in their care and are supported in their work as Form Teacher by the Year Head. They establish a special relationship with the class and promote a sense of class identity.

The Form Teacher should be regarded as the person parents should contact if they have any enquires regarding academic progress, subject options, conduct or behaviour. This can be done by contacting the College secretary and making an appointment, which is mutually convenient.

Parental involvement is seen as essential to the success of the pastoral programme, which promotes the welfare, and happiness of each student. Parents are valued as active partners in the educational process and we wish to stress that the Form Teacher is never more than a phone call away.

We are particularly sensitive to the needs of Year 8 students; our Induction Programme is designed to make them feel secure in their new environment.

We believe that in St Killian's students have opportunities to fulfil their potential in an environment, which is supportive, where they can be happy and secure, and where high standards of behaviour and application are encouraged and rewarded



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HEALTH and WELL-BEING:

St Killian's College believes in giving consistently good attention to promoting health and wellbeing and has appropriate policies and programmes in place which encourage students to adopt a healthy life style. Eg S.N.A.G. Health Promoting Policy, Anti-Bullying Policy, Safeguarding and Child Protection Policy and Healthy Break etc There is commitment on the part of the staff to promote physical activity and healthy eating within the College as evidenced through curriculum planning and by means of the 'Catering for a Healthier Lifestyle' programme.

Opportunities are provided for all students to participate in a range of physical activities, i.e. related workshops – College Dietician Workshop – Sports and Nutrition Workshop.

LEARNING SUPPORT:

The College believes that the needs of all the students who experience learning difficulties during their college careers must be addressed. The role of the Learning Support Co-ordinator (**Mr P Slevin**) and Assistant Learning Support Co-ordinator (**Mr F Scullion**) is central to the pastoral provision within the College. They work closely with all teachers concerning students with special educational needs and the gifted and talented students. The College believes children with special educational needs require the greatest possible access to a broad and balanced education. The College's Special Educational Needs and Inclusion Policy details the learning support provision.

The Learning Support Co-ordinator and Assistant Learning Support Co-ordinator

- Are proactive in identifying children with special educational needs.
- Deal with referrals made to him/her concerning students' needs.
- Communicates with staff, parents and carers of students concerned.
- Plans strategies to support the learning of children with special educational needs in conjunction with Literacy and Numeracy Co-ordinators and Careers Teacher.

THE COLLEGE NURSE:

The College Nurse, **Mrs Harkin**, is present in Garron Tower from 10.00 am to 2.00pm every day during term time.

- Deals with all cases of illness and accidents in the College and provides First Aid treatment where appropriate.
- Administers prescribed medication and in appropriate circumstances administers simple analgesia eg paracetamol, provided consent has been obtained from a parent/guardian either by letter or telephone.
- Informs, where appropriate, staff of students' medical condition.
- Arranges for sick or injured students to be collected by parents or brought to hospital if necessary.
- Maintains a stock of First Aid equipment throughout the College.
- Compiles and maintains students' medical records including a daily log book of referrals.
- Liaises with the Senior Teachers, Year Heads and other staff.
- Liaises with Educational/Medical Welfare Staff.



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COLLEGE COUNSELLING:

The College engages the services of the counselling service 'Family Works'.

Students may be referred by the Senior Teacher in each Key Stage, or at the request of parents/guardians or the student. Students can refer themselves by placing a counselling request in the Family Works counselling box and there is a weekly lunchtime drop-in service.

If it is thought that a particular student would benefit from counselling the Year Head may make a referral him/herself.

The counselling sessions are confidential except where issues of Child Protection arise.

The College engages the services of Ross McKenzie a Youth Worker, two days every week.

OUTSIDE AGENCIES:

The Year Heads and the Senior Teachers make contact with outside agencies and avail of the services provided by them. This contact includes referral, in the case of absenteeism, to the Education Welfare Officer.

The College Health Service is available to all students. A nurse is available to see individual students, to talk to parents, to provide advice and information on health-related issues and to make further referrals where necessary.

Senior Staff attend Case Conferences organised by the Health and Social Services Trust when necessary.

The Designated Teacher for Child Protection (**Mrs E McKay**) and the Deputy Designated Teachers (**Mrs B Haughey and Mr D Logue**) make referrals where necessary to the relevant Health and Social Services Trust; in the case of suspected child abuse (ref **Safeguarding and Child Protection Policy**).

The College has a School Based Care Team who meet on a regular basis to ensure strategies are in place for those students referred by either the external support agencies or by the SENco, Mr P Slevin.

The Pastoral Care Policy is supported by other key policies, listed below:

- POSITIVE BEHAVIOUR POLICY
- SAFEGUARDING AND CHILD PROTECTION POLICY
- RELATIONSHIPS SEXUALITY EDUCATION POLICY
- SPECIAL EDUCATIONAL NEEDS AND INCLUSION POLICY
- ATTENDANCE POLICY
- ALCOHOL POLICY
- DRUGS POLICY
- ANTI-BULLYING POLICY
- E-SAFETY POLICY
- INTERNET USE POLICY
- MOBILE PHONE POLICY