

# St. Colman's Primary School/ Annaclone



## All Saints' Nursery Unit

# Pastoral Care Policy

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# Vision Statement

## Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

## Mission Statement

**We believe that each child will succeed through experiencing quality in:**

- ❑ A broad and challenging curriculum
- ❑ Innovative teaching and an investigative approach to learning
- ❑ A stimulating learning environment
- ❑ An enriching programme of extra-curricular activities and visits
- ❑ A rich, varied and up-to-date range of learning resources
- ❑ An ethos of support, challenge and encouragement to succeed
- ❑ Learning partnerships between the school, home and parish community

**We demonstrate our commitment to working as a learning community by:**

- ❑ Striving for continuous improvement in all that we do
- ❑ Working collaboratively towards common goals

## Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ❑ Develop enquiring minds and a spirit of curiosity
- ❑ Promote well-being and the importance of a healthy work/life balance
- ❑ Encourage excellence and the development of new skills
- ❑ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ❑ Achieve their highest standards in all areas of the curriculum

## Pastoral Care Policy

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- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

## Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Resilience
- Politeness, kindness and caring
- High standards of behavior
- Partnerships and collaboration



## Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

## 1. INTRODUCTION

### Rationale

An effective Pastoral Care system is required as a result of the rapid changes which are taking place in society. Children require all the skills necessary to deal with the rising pressures of media, family, education and peer pressure that they encounter in their daily lives.

We in St Colman's Primary School and All Saints' Nursery Unit believe that effective Pastoral Care should contribute to the creation of a supportive atmosphere for the whole school community.

### Definition

Pastoral Care is composed of different policies, programmes and procedures which encourage each individual child to develop their full potential by catering for their spiritual, moral, emotional, intellectual, physical and social needs, in a safe and secure environment. Each child will be encouraged to develop personal, social and academic skills to prepare them for the "outside world".

## Aims

1. We at St. Colman's Primary School and All Saints' Nursery Unit are aware of the need to help our children manage their present lives, as well as to help them prepare for the opportunities, responsibilities and experiences of adult life, so we endeavour to provide for the development of the pupil as a person as well as a learner.
2. We aim to develop our pupils "life skills" - critical thinking, decision making, effective communication, learning from mistakes, which are so necessary for their health and safety in today's society.
3. We aim to provide a caring commitment to guide and advise our pupils on both personal and educational matters and we seek to build up a community of children who care about each other and show respect for themselves and others.
4. The staff of St. Colman's Primary School and All Saints' Nursery Unit aim to build a special relationship with, and a knowledge of, the children in their care and thus endeavour to raise pupils' social awareness, promote positive attitudes and build their self-esteem.
5. Contributions to the pastoral work of the class teacher will come from their partnership with colleagues, local priests, partner schools, local sporting and recreational clubs, educational welfare officers, community police, school nurse and other outside agencies.

6. We aim to promote a partnership and close working relationship with parents/guardians whose views and wishes as prime carers will be heard and respected to enable us to support their children's learning.

7. We aim to offer a framework of values and positive behaviour enabling our children to be self-reliant, motivated, self-disciplined and to make choices in a moral context.

## 2. SPECIFIC ISSUES

### Ethos

In St. Colman's Primary School and All Saints' Nursery Unit we promote an atmosphere of mutual respect and co-operation which will contribute to the learning process and generate a positive climate within the school community where every individual feels valued and cared for.

### Relationships

Many people are interacting daily within the school and consequently a wide range of relationships exist. As a school we will endeavour to promote positive, open relationships in both formal and informal situations.

The school recognises that regular, effective communication is crucial in Pastoral Care and positive relationships will be promoted between:-

- Board of Governors - School
- Principal - Staff
- Staff - Staff
- Staff - Pupils
- Pupils - Pupils
- School - Parents
- School - External Agencies/Community

## The experience of Pastoral Care for all

### For our children

*The adult school personnel will:*

1. Encourage respect for self and others
2. Promote courteous behaviour to everyone
3. Develop positive relationships among peers and adults
4. Be consistent and fair so that children will feel secure and know the parameters within which they must behave
5. Be an instrument for advice and guidance
6. Be a support in times of difficulty
7. Accept and empathise with unique experience of each child

### For our Staff

*All staff will be accorded consideration and respect at all times.*

1. Respect for their individual dignity
2. A supportive affirming community of fellow workers
3. Opportunities to develop personally and professionally
4. A tolerance of their weaknesses
5. A sharing of strengths and talents

## For our Parents/Guardians

*Our parents/guardians will*

- be involved fully in the pastoral care of the school community
- enjoy positive relationships with all school personnel
- be made aware of the arrangements whereby they may meet with staff
- be confident of a welcoming spirit and mutual support
- be partners with staff

## Values

Every opportunity will be taken to praise our pupils for their contributions to the life of the school. Through positive daily experiences, in addition to curricular activities, we aim to communicate the following positive values and beliefs: -

- **Happiness and enjoyment**
- **Effort, attitude and perseverance**
- **Team, school and community spirit**
- **Honesty, fairness and trustworthiness**
- **Respect and tolerance**
- **Resilience**
- **Politeness, kindness and caring**
- **High standards of behaviour**
- **Partnerships and collaboration**

## **Self-Esteem**

St. Colman's Primary School and All Saints' Nursery Unit recognises that the most important aspect of education is the wholeness of the child. As a school we will encourage children to think positively about themselves and accept their own individuality. We believe that when a child's self-esteem will be boosted then they feel valued in all aspects of school life.

The school will aim to promote positive self-esteem and confidence as these promote learning. Pupils will be involved in a range of activities to all to experience success and thus giving the teachers an opportunity to praise each child.

## **Personal Safety**

Childhood is a time of joy and discovery when children should be nurtured and loved so they can grow into caring adults. Part of the process of discovery and growth must also help children to learn how to cope with potential dangers. The safe use of technology is an increasing challenge e.g. internet and mobile phones. St. Colman's Primary School and All Saints' Nursery Unit aims to equip children with the knowledge and skills to make them less vulnerable and more self-confident.

## **Home/School Partnership**

1. School should be seen as an extension of the family.
2. School and home should be committed to a common ideal namely the holistic development of each individual

3. Adults at home and in school will be a positive role model for our children by working to the same end and displaying respect for each other at all times
4. Links with other schools will be fostered to ensure the easy induction of our Primary 1 children and for the transition of our Primary 7 children to second level education

### The School in the Community

Our aim will be to foster in our children an awareness of the wider community

1. We will involve children in the support of charities and care for others
2. We will encourage participation in community activities

For example:

- Local Parish church activities
  - Cultural activities such as Banbridge Festival
  - Sporting activities such as community games
3. Our children will add to the life of the community e.g.
    - By reading at Mass
    - By presenting a Christmas Play or carol services in old peoples' home

## **Personal Development**

Personal Development will be taught through the delivery of Religious Education/P.D.M.U./Pastoral Care Provision.

Contact will be made with outside agencies such as P.S.N.I. Community Officers with a view to further developing "The Case Programme." This programme will contribute to the development of personal skills which are necessary for effective operation at an individual level and interpersonal skills which are necessary for effective interaction with others.

## **Discipline**

Our Pastoral Care Policy will enhance discipline by promoting:

1. RESPECT FOR SELF AND OTHERS
2. TOLERANCE
3. SELF DISCIPLINE

## **3. IMPLEMENTATION**

### **Roles and Responsibilities**

- The Board of Governors has overall responsibility for Pastoral Care in the school
- The Principal, Mr O'Neill, has overall responsibility for promoting Pastoral Care and fostering positive relationships. In addition, Mrs Morgan, Mrs Burns and Miss Finnegan will support him in reviewing and updating the policy, informing and liaising with parents and

initiating and ensuring Pastoral Care is forefront in the School's Development Plan.

- Teachers have responsibility for promoting Pastoral Care by:-
  - Helping children to make informed decisions
  - Celebrating success
  - Building up children's self-esteem
  - Encouraging assertiveness
  - Encouraging sensitivity
  - Developing effective communication

Teachers build up a knowledge of pupils as individuals and take an interest in their special needs and all round development.

Support staff will contribute to the promotion of Pastoral Care consistent with our policy.

### **Monitoring and Evaluation**

To ensure the Pastoral Care Policy is working effectively in our school, the policy procedures and practice will be kept under review. We value the contribution that can be made by our teachers, parents and pupils to effect the appropriate change when necessary.

This will be achieved by:-

- Listening to staff and pupils concerns and acting on them
- Parents being encouraged to inform the school immediately if they have any concerns
- Parent/Teacher Interview meetings
- Staff and Board of Governors meetings

- S.E.N. Review meetings
- Open Days
- Induction Days
- Information Evenings
- Monthly Update
- Text messaging service
- Twitter
- School app

### **Staff Training**

Training will be updated in relation to policies, procedures and pastoral issues and staff will be informed of Department of Education changes.

Support staff will be updated on policies and procedures by the Principal.

Staff will attend relevant courses provided by CASS and external agencies.

"Baker Days" and directed time will be used for training as required.

## **Resourcing**

Pastoral Care encompasses all areas of school life and is important in the development of the "whole" child. To ensure the implementation of the policy:-

- Relevant resources will be purchased for use in class
- Time is allocated for review, training and implementation change.
- Pastoral Care is part of the School Development Plan.
- The Board of Governors and Principal ensure the maintenance of the school environment.

## **Pastoral Activities**

As a school we encourage pupils to participate in a range of activities to develop self-esteem and self-confidence.

Activities include: sport, music, cycling proficiency and competitions.

## **Supervision**

### **Primary School**

School starts at 08.45am. In the morning children should leave in their coats and bags at 0830 and then assemble in the playground until the assembly doors open at 8.45am. Parents should be aware that if pupils arrive earlier than 8.30am there will be no supervision therefore it is vitally important that

children should not be running around the school grounds. Only those children attending breakfast club should be in school before 0830.

Classroom assistants and duty teachers will supervise the pupils at break time.

Supervisory assistants and the Principal, and the Vice-Principal will supervise the pupils at lunchtime.

After school parents/carers will collect P1 - P3 pupils at 1.45pm. (P3's at 2.35pm from October). If pupils are not collected after a short time they will be supervised by the classroom assistant, teacher or Principal until a "named" collector can be contacted.

If a parent requires their child to leave school between 0845am - 2.35pm the teacher should be informed in writing and the child collected from the school office at the appropriate time.

All staff are involved in the supervision of children to ensure safety at all times between 0845am and 2.35pm each day. Class teachers will accompany their classes from P4-P7 down the walker's line to the front gates of the school at 2.35pm. All children are informed that if they are not picked up by their parent/carer they are to come back to the school office where their parents will be contacted.

## Induction

### Primary One

In St. Colman's Primary School and All Saints' Nursery Unit we recognise that coming to school for the first time is a very important and emotional step for parents and children alike. To assist in this transition P.1. children and their parents are invited to visit the school in June - prior to starting school in September. They are given a welcome pack which contains all relevant information for their parents including the name of their P1 teacher.

Pupils coming into Primary 1 and their parents are then invited in for an overview meeting with their class teacher in September prior to them starting the next day. This allows the children to meet their teacher, become familiar with their new school and thus ease the transition from home or pre-school setting to Primary School. Children beginning in P1 are admitted on a staggered entry basis.

Parents are then invited for a further induction evening in the first term. This induction programme also provides an opportunity for parents to meet each other, and to become familiar with relevant school policies and procedures and discuss how they can assist and support their children in Primary 1. Individual arrangements can be made to facilitate prospective parents and their children if the above mentioned programme is inconvenient.

### New Pupils

Parents of children transferring to St. Colman's Primary School and All Saints' Nursery Unit are given an appointment during which the parents will meet the Principal. They will receive a Prospectus, a tour of the school and any other documentation required. Parents who do not speak English will be provided with an interpreter if this is requested. The child/children changing schools are invited to attend a meeting with their new teacher and then begin the next day where they are introduced to their classmates. At their first assembly, the child/children are greeted.

### **School Trips (see trips policy)**

The Health and Safety Provision for children participating in School Trips is of the utmost importance. Guidelines from D.O.E. will be adhered to.

### **Medication**

The Principal and Staff are committed to supporting pupils with specific Medication Needs. D.O.E. Guidelines will be adhered to in regard to the administration of medicine.

### **Charities**

#### **Statement of Raising funds for Charities**

### **Aims**

- To encourage a spirit of generosity and care for others

- To encourage children to look outside of their own needs and to think of others
- To give children a practical way of expressing Christian charity

### Plan for Charitable Collections

Children Helping Children is our ongoing charity.

In **Term 2** we support **Trocaire** and their Lent campaign

### **EXTRA-CURRICULAR ACTIVITIES**

The school encourages positive attitudes throughout its extra-curricular programme.

P7 children on residential visits learn to share in responsibilities undertaken.

P1- P7 children in football and hurling learn how to be both competitive and co-operative.

They learn positive attitudes of team spirit, the joy of winning and how to handle the disappointment of defeat.

Other Clubs include: -

ECO Club -learning to respect the environment, taking some responsibility for enhancing the school environment and working as a team.

Movie and Drama Clubs-Children learn to co-operate with other members of the group, to support those who may need extra assistance and to appreciate each other's talents.

Computer Club -Working in small groups, those who attended enhanced their basic computer skills in what proved a most beneficial and enjoyable activity.

Crochet Club - children learn how to knit and sew.

### **EVALUATION**

The school will carry out, at regular intervals, an evaluation of its Pastoral Dimension. This will be based on any updated information received in the school and on feedback from staff, pupils', parents' views and that of any relevant outside agencies.