

Coleraine College



Pastoral Care Policy (reviewed: December 2015)

Pastoral care is taken as a whole school responsibility engaging parents, students and all staff members. At Coleraine College we aim to create a calm and caring community where teachers teach in a manner which ensures pupils learn to the best of their ability.

Within this supportive environment each pupil has the opportunity to fulfil his or her intellectual, physical, social, emotional and spiritual potential, whilst benefiting from the caring ethos we promote.

We endeavour to establish a community where pupils, teachers, staff and parents enjoy a sense of belonging. We believe that a strong partnership between staff and parents/carers is the key to our young people being successful.

This policy and consequent practices apply to pupils engaged in any school activity when both in and out of school, while in full or part school uniform, or representing the school in any activity.

Aims of our Pastoral Care Policy

- to have a well ordered, pleasant and inclusive school community in which pupils and staff are happy
- to provide high quality teaching and learning experiences
- to promote good citizenship and a sense of community within a local and global context
- to deal with problems promptly, fairly and consistently, taking in the reports and opinions of all involved parties.
- to enhance pupils' self-esteem, encourage self-respect, and promote respect and tolerance for others
- to encourage pupils to accept responsibility for their own behaviour and understand that all actions have consequences
- to promote self-discipline and self-control
- to develop interpersonal skills, encourage and facilitate independent learning whilst preparing pupils for life and work

Coleraine College strives at all times to create a harmonious community atmosphere and where pupils respect themselves, respect others and respect Coleraine College.

Our School Code of Conduct

R...We are Responsible

Come to school every day, unless you have a genuine reason to be absent. Bring a note on your first day back.

Be on time for registration and all your classes.

Make sure head phones and mobiles are switched off and out of sight

Use the toilets before school, break and lunch only.

Cigarettes or other illegal substances should never be brought to school.

Avoid bringing unnecessary items/money/valuables.

Drinks and snacks should only be consumed in designated areas. No fizzy or energy drinks.

E...We are Equipped for success

Carry your schoolbag every day

Use your homework diary - Write in all your homeworks and hand them in on time.

Check each night that you have the correct books or kit you need for the following day.

Have books, pens, pencils and other necessary equipment.

S...We stay Safe

Stay in supervised areas and never leave school without permission.

Walk in corridors and line up sensibly outside your classroom.

Remember pushing, running or throwing could hurt or injure others.

Never climb trees or onto roofs.

Fire alarms, fire extinguishers and hoses keep us safe and should not be tampered with.

Observe all safety rules in practical subjects.

P...We take Pride in ourselves and our school

Respect our building and our grounds by putting all litter in bins.

Be proud of your uniform and wear it correctly.

Avoid coloured nail varnish and excess make up.

Limit jewellery. No facial or body piercing to be worn in school

Keep your hair neat and tidy, with no extremes of colour or style.

E...We treat everyone as equal

Everyone in Coleraine College is equal and deserves to be treated fairly.

Speak and behave in a way that shows you respect yourself and others.

Be kind and caring.

C...We communicate politely

Listen when the teacher is talking.

When speaking to others be polite and respectful.

Remember it is often not what you say, but how you say it.
Avoid using bad language, name calling and raised voices.
Remember to say "Please" and "Thank you".

T...We Try our best

Co-operate with your teachers so everyone can learn.
Follow instructions when asked.
Ask for help when you need it, both in school and at home.
Be positive and always try your best....no one can ask for more.

Roles and Responsibilities of Staff

Everyone has an important role to play in promoting positive relationships within our school community. The Pastoral system provides a clear structure for all pupils and teachers to follow.

The Pastoral Care system of Coleraine College is organised horizontally and consists of six core principles. Staff will endeavour to:

- demonstrate a high standard of professionalism and encourage good behaviour in pupils. Be punctual, organised, prepared and positive.
- be a consistent positive influence and effectively manage pupils' behaviour in line with the school's future Positive Discipline Policy.
- ensure that any sanctions are imposed fairly if and when appropriate.
- promote and reward positive behaviour, all learning and co-curricular achievements.
- maintain regular contact with Parents/Carers by telephone, text, letter and parental interviews.
- ensure that all administration throughout the system is factual, accurate and up to date (in particular relevant stage plans). When a serious incident has occurred a written record must be made either on SIMS or written into pupil's file.

Issues are dealt with at the appropriate level in the following order:

Form Teachers – the first point of contact for pupils who may be seeking help or advice. They are responsible for monitoring the attendance, behaviour and progress of pupils in their form class.

Year Heads – manage the pastoral care within their respective year group. They are responsible for overseeing the effective running of their year group, managing their team of form teachers and assisting in co-ordinating the learning strategies.

At all stages in the pastoral structure parents are informed and actively involved if and when appropriate.

Involvement of Other Agencies

At Coleraine College we work closely with outside Agencies. Where necessary the school will draw on the support of the Education Welfare Officer, Educational Psychology Services, etc. **(See Appendix 1)**

The Principal and Vice Principal have the overall responsibility for the pastoral care of pupils in Coleraine College.

Monitoring and Evaluation

It is important to acknowledge that outcomes may not be evident until much later. Nevertheless there are some indicators which can support that the overall climate is healthy.

Quantitative – Attendance figures

Punctuality

Pupil of the Week

Parents Evenings (percentage response and attendance)

Qualitative - Pupil feedback

Pupil – teacher relationships and interaction

Feedback from external agencies e.g. feeder primary schools, work experience employers, (Sandelford Special School, visiting Artists, etc.)

The implementation of this policy is documented in the following policies and programmes;

- Attendance Policy
- Safeguarding & Child Protection Policy
- Positive Discipline Policy
- Anti Bullying Policy
- Special Educational Needs and Inclusion Policy
- Relationships and Sexuality Education Policy
- Misuse of Substance Policy

Co-curricular activities have an important role to play in teaching the pupil to be a caring individual. To complement our pastoral care policy we provide an essential range of activities and experiences outside the classroom which promote confidence, self-esteem and responsibility.

(See Appendix 2)

This pastoral care policy will, in practice, be reviewed on an annual basis by the Pastoral Care team and the Senior Leadership team. It is a responsive policy, changing as new demands are placed on the school and the relationships within it.

Outside Agencies (Support)

Appendix 1

ABST - Area Behaviour Support Team

Ballysally Church Youth Support Workers

Barnardo's

Behaviour Support NEELB, Audrey Moss

Bushmills Outdoor Pursuits Centre

CAMHS, Ballymoney

Education Welfare Service

EOTAS

Lakewood (Bangor)

LTSS

MAST – Multi Agency Support Team

MENCAP

NEELB, Youth Services

New Life Counselling Services

Northern Health & Social Care Trust

PAIS

Phoenix (ADHD)

Princes Trust

Probation Office, Coleraine

PSNI – Community Police

Riverside

School Nurse

St Patrick's Church, Youth Workers

Sunlea Educational Centre

Vineyard Church

Woodhall Residential

Youth Justice Agency

Co-curricular Activities

Appendix 2

Accelerated Reading
Archery
Athletics
Charity
Choir
Concerts, Exhibitions & Shows
Craft Club
Cricket
Drama
Educational Field Trips
Football
Games Club
Hockey
Homework club
ICT
Netball
Gymnastics
Orienteering
Outdoor Pursuits
PAIS Team
Rugby
School Council
Scripture Club
Swimming
Trampolining
Volleyball