

# Pastoral Care

## Rationale

At Omagh Academy the welfare of our pupils is of paramount importance. As a school, we endeavour to provide a warm, caring and stimulating environment in which our pupils will feel supported and secure, recognising that this will best facilitate their development. We are committed to promoting the physical, emotional, spiritual and moral well being of our pupils thereby enabling them to achieve to their potential.

Pastoral Care permeates all aspects of school life and finds expression in our processes, organisational and decision-making structures. As an overarching statement of pastoral practice it underpins the aims, objectives, principles and practices of the other policies which together define the Pastoral ethos of the Academy. In particular it sets the context for the following:

- Attendance Policy
- Anti-bullying policy
- Administration of Medicine in School
- Drugs Policy
- Pupil Behaviour Management & Discipline Policy
- Policy on the Use of Reasonable Force & Safe Handling
- Special Educational Needs Policy
- Policy for Personal Development

## Aims of Pastoral Care:

- To provide pupils with a safe, secure, caring and well ordered learning environment;
- To integrate pupils into the school community engendering a sense of belonging and encouraging participation in its corporate life;
- To support, guide and motivate pupils to achieve to their academic potential and help them overcome barriers to learning;
- To promote the physical, emotional, spiritual and moral well being of pupils, affirming the qualities of self-discipline, self-confidence and self-esteem;
- To help pupils develop a positive, co-operative, respectful and tolerant attitude to others;
- To equip pupils with the skills and knowledge needed to make positive and informed choices in their personal and academic lives;
- To work in partnership with parents, other professionals and the wider community.

## Pastoral Structure

The Pastoral Care of our pupils is exercised by all our staff and is led by a Pastoral team comprising of Heads of Year and the Pastoral Vice-Principal.

## Teaching Staff

Teaching staff play a pivotal role in Pastoral care. All members of staff should be fully committed to creating an environment of care and trust and to ensuring the emotional and physical welfare of the pupils, as well as their academic progress. In doing so they should adhere to school policy. Regular contact with pupils enables teachers to observe the well-being or otherwise of the children in their care and to be alert to changes in pupils' performance, behaviour, or appearance. A daily duty rota also enables teachers to be aware of the social interactions of pupils beyond the classroom. Teachers are expected to report any concerns they have on the welfare of a pupil.

**Form Teacher**

Each class has a Form teacher who meets with his/her class members every morning for registration and to deal with routine administration and minor problems as they arise. The Form teacher takes the class for Personal Development and, as far as possible, will also teach a further curriculum subject to the group. This close association with the class enables Form teachers to develop a detailed knowledge of the academic and emotional needs of each pupil in their care. Form prefects are attached to classes in Key Stage 3.

**Head of Year**

Each year group also has a Head of Year who, in consultation with the Form teachers, has responsibility for matters relating to that year group. The Head of Year monitors the attendance, behaviour, welfare and academic progress of pupils, liaises with colleagues on pastoral issues and is the first point of contact for parents. They meet with the Year group at Year Assembly and will continue to give pastoral support to their assigned year group throughout their time at school.

(The role and responsibilities of the Head of Year and Form Teacher are found in the Appendix)

**Vice-Principal (Pastoral Care)**

The role of the V.P.(Pastoral) is to oversee the Pastoral dimension of the School and keep the Principal informed on pastoral issues. The V.P. also chairs meeting of the Pastoral team, reports to the Board of Governors on Child Protection and Safeguarding and liaises with the Heads of Year and outside agencies, as appropriate.

**The Principal**

The Principal provides support and guidance to the V.P.(Pastoral). The Principal also meets with parents and pupils as necessary and liaises with the Board of Governors.

**The Board of Governors**

The Board of Governors monitors Pastoral Care provision through the annual report, employs staff and reviews records in accordance with Child Protection procedures. It also seeks to facilitate the implementation of good standards of Pastoral Care by making adequate resources available.

**Liaison with Parents**

The interests of pupils are best served when there is a strong sense of partnership between the school and its parents. The support of parents at sporting and cultural events and on other occasions is always welcome. Pupils' academic progress is discussed at the annual parents' meeting while issues pertinent to a particular year group can be the focus of additional pastoral gatherings. Parents may also contact the school to make an appointment with their child's Head of Year, a V.P. or the Headmaster.

This statement will be kept under review.

# THE FORM TEACHER

The Form Teacher is a key figure in the maintenance of an effective Pastoral Dimension. The Form Teacher is recognised by pupils as their first contact with staff. The quality and duration of relationships between the pupils and Form Teacher are of paramount importance in developing the values and atmosphere of the school community. It is the Form Teacher who has 'on the ground' responsibility for implementing and monitoring the School's Pastoral Care Policies.

## **Responsibilities include:**

### **Relationships:**

- Build a relationship with each pupil.
- Provide general guidance and encouragement.
- Be aware of pupils with specific needs and those experiencing difficulties.
- Encourage a positive class spirit.
- Encourage participation in form, year or school activities.
- Communicate information.
- Deliver the Personal Development programme.

### **Registration and Routine Business:**

- Accurate daily marking of the register.
- Distribution of information to parents/collecting replies.
- Collect and record reasons for absence notes.
- Monitor patterns of attendance, punctuality and behaviour e.g. use of Lesson Monitor.

### **Homework Diary:**

- Explain the function and encourage the correct use of the homework diary.
- Check regularly that diaries are being used as intended.
- Use the homework diary to communicate with parents as necessary.

### **Disciplinary Issues:**

- Form Teachers should insist on high standards of behaviour and adherence to the school's rules.
- To insist with sensitivity on the correct uniform being worn to a high standard.
- Deal with minor disciplinary matters, e.g. with regard to uniform, punctuality, homework and lack of concentration etc.
- Report more serious breaches of discipline to the Head of Year.
- Issue and check uniform and punctuality monitoring cards and inform teaching staff of those on monitoring (by e-mail and notice in staffroom).
- Check daily behaviour monitoring cards as requested by the Head of Year.
- Contact parents by telephone or letter in consultation with Head of Year.

### **Liaison with parents:**

- Foster good home/school relationships.
- Attend all meetings relevant to Year Group.
- Attend with Head of Year, if appropriate, when parents visit the school.

### **Reports:**

- Write reports at the end of year recording achievements in personal and social areas.
- Encourage the pursuit of excellence in effort and achievement including the employment of the merit system.

### **Functions and Outings:**

- Agree a year plan of activities/outings with the Head of Year at the start of each year.
- Prepare pupils when attending functions and accompany when appropriate.
- Organise and assist with fund raising.

### **Pastoral Team:**

- Attend and contribute to pastoral meetings chaired by the Head of Year.
- Pass on all pastoral concerns relating to pupils in the class to the Year Head.
- Pass on all Child protection concerns to the Designated Teacher.

# HEAD OF YEAR

The Head of Year plays an active role in the management structure of the school.

He/she is responsible for the development of all aspects of the Year Group and will lead the team of form teachers for the Year Group. He/she will liaise externally with those organisations/personnel concerned with pastoral issues.

The Head of Year is a member of the school's Heads of Year Committee and will contribute to the formulation, monitoring and evaluation of school policies to meet the requirements of the pastoral dimension.

The post-holder will carry out other duties appropriate to the post and to the level of management as may reasonably be assigned by the Principal from time to time.

## **Management**

The Head of Year will:

- Give permission to leave school/passes.
- Support and work in close liaison with Senior Management in promoting the aims and ethos of the school.
- Deliver Year Assemblies
- Lead a team of Form Teachers and provide support as required.
- Check Reports and write comments.
- Take lead responsibility through the Pastoral Year Team for the general welfare and total development of each individual in year group.
- Ensure through regular meetings with Pastoral Team that the Pastoral Policy of the school is understood and implemented.
- Ensure standards of behaviour within the Year Group are in accordance with the school's rules.
- Initiate and/or contribute to discussions with Senior Management and Heads of Departments.
- Respond to and deal with discipline matters when pupils are referred by Form Teachers.
- Liaise with and contact parents as appropriate on matters of academic progress, conduct and general welfare of pupils.
- Organise and assist with Year Group evenings/parents evenings in conjunction with the teacher in charge of pastoral.
- Develop and maintain in line with school policy and in consultation with other Heads of Year a system for recording individual pupil information.

## **Curriculum**

The Head of Year will:

- Maintain an overview of the curricular and extra-curricular provision for the Year Group so as to ensure a broad, balance and coherent learning experience for pupils.
- Maintain oversight of the attendance, academic progress and personal development of each individual in the Year Group and take action as appropriate.
- Promote activities within the Year Group which are likely to develop positive attitudes and a sense of community.
- Plan, develop and co-ordinate with Form Teachers the Personal and Social Education Programme for the Year Group in accordance with school policy.
- Encourage and motivate pupils and respond to individual/group successes or failures.
- Counsel individual pupils and groups.
- Maintain oversight of pupils' progress reports to parents, take account of parental comments and initiate follow up action as required.

