

## Pastoral Care Policy

### **RATIONALE**

We, at St. Cecilia's, have a primary responsibility for the care, welfare and safety of pupils in our care by providing a safe and supportive environment. Pastoral care at St Cecilia's reflects the aims of our Mission Statement.

### **MISSION STATEMENT**

St Cecilia's College is a catholic, child-centred school. We aspire to recognise and value the uniqueness of each member of our school community. We endeavour to provide a caring, learning environment, which is inclusive, that will enable our pupils to play an active and responsible role in society and is designed so that all may experience and achieve success.

### **AIMS**

The pastoral care system works to:

- Promote a supportive and caring environment in which all pupils are valued, respected, safe and well known to members of staff, and have their progress regularly encouraged.
- Contribute to an orderly atmosphere and the maintenance of good behaviour.
- Offer sympathetic and effective guidance and counselling when they are required.
- Contribute towards strengthening the links between parents, school and community.

It also encourages pupils to:

- develop a sense of self-worth;
- develop self-discipline;
- take responsibility for their actions;
- accept the consequences of their actions;
- respect the rights and feelings of others;
- be responsible for their own academic, personal and social development;
- develop the basic skills, experiences, knowledge and attitudes that are required for employment and leisure in our ever-changing society;
- contribute to mutual respect.

### **Pastoral Care Structure**

The school assigns a Year Head to each Year Group and a Form Tutor to each Form Class. The Form Tutor, in daily contact with his/her Form Class, develops and nurtures a close and friendly relationship to support the development of each pupil in his/her care.

#### **Key Members of the School Pastoral Support Structure:**

- Class Teacher
- Form Tutor
- Year Head
- Senior Teachers
- Vice Principal (Pastoral)
- Safeguarding Team (Teacher Designated as Child Protection Officer/Deputy Designated Teachers)
- SENCo
- Principal
- Chaplain
- Education Welfare Officer
- Learning Support Team
- School Counsellors/ FACT worker
- Board of Governors

### **Role of Form Tutor**

As a caring Form Tutor and in the spirit of our Mission Statement underpinned by our strong value system, Form Tutors will:

- Support all students in Behaviour for Learning
- Ensure high levels of attendance and punctuality
- Ensure high standards of personal presentation
- Develop and nurture positive relationships and improve community
- Develop independence
- To monitor attendance, punctuality, academic progress, standards of uniform and behaviour.

### **Role of Head of Year**

- To lead a team of form tutors in carrying out their duties.
- To foster loyalty, good spirit and mutually respectful relationships.
- To monitor attendance, punctuality, academic progress, standards of uniform and behaviour.
- To encourage effective learning both in class and at home.
- To liaise with Vice Principal/ Senior Teacher, SENCo and external agencies when necessary.
- To identify students in need of extra support and to take appropriate action in accordance with the school's Pastoral Care Policy.
- To encourage the students to be actively involved in all aspects of school.

### **Role of Senior Teacher**

The Senior Teachers for each Key Stage liaise with and support the work of Head of Year within their Key Stage.

### **Role of the Vice Principal**

The Vice Principal, working closely with the Head of Year and Pastoral Team, has overall responsibility for the academic and pastoral welfare of pupils in St Cecilia's College.

### **School's Responsibilities**

Form Tutors, Heads of Year, Vice Principals, Subject Teachers will act as a team in order to:-

- Have all students present, on time every day, in correct uniform and with all the necessary equipment to allow for effective teaching and learning.
- Support all students according to their particular needs through affirmation and guidance; and where necessary by counselling and liaison with their families.
- Foster good relationships and responsible behaviour based on mutual respect.
- Develop a Pastoral Programme to meet the needs of students which can respond to changing circumstances within school and society.

### **Student's Responsibilities**

- To be in school every day, on time, prepared for learning and wearing the correct uniform
- To contact their Form Tutor, Head of Year or any other member of staff if they are unhappy or falling behind with their work.
- To have respect for oneself, for others and for the environment.
- To make a positive contribution to relationships.
- To report to a member of staff if they are concerned about another student's welfare.
- To develop and nurture positive relationships within the school community.

### **Parent's Responsibilities**

- To have their child present, on time every day, in correct uniform with all necessary equipment to allow for teaching and learning.
- To inform the school of the reason for their child's absence by sending in a note of absence.
- To get in touch with the school regarding any matter of concern.
- To inform the school of any circumstances that might impinge on their child's well-being.
- To keep appointments.
- To develop good relationships with staff.
- To inform the school of any change of telephone number or home address.

*For additional roles please refer to Child Protection Policy, Special Educational Needs policy.*

## **Pastoral Contacts**

### **Heads of Year**

Year 8 Miss McGrory  
Year 9 Mrs Desmond  
Year 10 Mr Lafferty  
Year 11 Ms Dillon  
Year 12 Mrs Harvey-Brown  
Year 13/14 Mrs O' Mianain / Assistant Head of Year Mrs Carlin

### **Senior Teacher**

Key Stage 3 Mrs Currie  
Key Stage 4 Mr O'Connor  
Key Stage 5 Mrs Barber

**VP Pastoral/Deputy Designated Teacher** Mr Lafferty

**Child Protection Designated Teacher** Ms O' Sullivan

**SENCo** Mr O'Connor

**This policy was reviewed by the Leadership Team: January 2018**

**Due to be Reviewed: January 2019**