



ACADEMY
PRIMARY SCHOOL



Academy Primary and Nursery School

Pastoral Care Policy

(D.Clarke)

(Revised and updated February 2017)

Definition and Aims

At Academy Primary School we aim to provide a safe and happy environment in which all children will be valued as individuals, where their academic, emotional, physical and spiritual needs are met and where their full potential is realised whilst nurturing tolerance, respect for others and a readiness to support and care for each other within the community and world at large. The promotion of our agreed values and beliefs means a pupil centred approach with the pastoral dimension involving pupils, staff and parents/guardians.

Teachers and non-teaching staff are part of a team that wants to ensure each pupil is happy and secure in whatever activity he/she undertakes, whether intellectual, social, physical, emotional or spiritual. At Academy we have a caring commitment to guide and advise our pupils, equipping them with the skills needed to face the outside world. All staff are encouraged to approach the care of our pupils in a positive way.

For **pupils** this means encouraging them to:-

- develop an understanding of themselves as individuals – their strengths and limitations, their personal qualities, their attitudes and values;
- set and achieve personal, social and academic goals through a planned and developmental curriculum;
- develop independence of thought and to take responsibility for their own actions;
- express their own views whilst appreciating and respecting the views of others;
- develop self-discipline and self-respect;
- develop as contributors to society and contributors to the economy and environment;
- gain maximum benefit from their time at school.

For **teachers** this means:-

- promoting a caring atmosphere where pupils feel safe, valued, respected and happy;
- building an atmosphere of trust and encouragement;
- providing an environment where pupils' learning is developed within the context of their individual needs and abilities;
- recognising and celebrating pupils' academic and non-academic achievements e.g. presentation of music certificates and sports trophies in assemblies;
- maintaining the highest standards of teaching and learning through the delivery of the N.I. Curriculum / Pre-School Curriculum;
- promoting the aims and ethos of the school;
- adhering to the Code of Conduct;
- liaising with colleagues, parents and external agencies;
- establishing and implementing appropriate structures of support for those in need.

For **parents/guardians** this means:-

- understanding and having an empathy with the general ethos of the school;
- being partners with the staff in providing a caring approach;
- helping the pupils achieve their individual goals.

Staff involved in Pastoral Care provision

The school has developed a co-ordinated system to provide pastoral care:-

- Each class teacher has a detailed knowledge of the needs and progress of each pupil in the class;
- The Pastoral Care Team comprises Mr Moore, Miss Clarke, Mrs Johnston-Wood, Mrs Cockroft and Mrs Katie Sparham-Brown (School Counsellor from Familyworks)
- The Safeguarding /Child Protection Team comprises Mr Moore, Miss Clarke (Designated Teacher for Child Protection), Mrs Johnston-Wood (Deputy Designated Teacher), Mrs Cockroft (Deputy Designated teacher), Mr Perrin (Chair of B.O.G.), Rev J Hyndman (Designated Governor) and Mrs Katie Sparham-Brown (School Counsellor).
- Photographs of all the members of the Safeguarding Team are displayed in the foyer of both the Main School and Nursery School. Photographs of the teachers responsible for Child Protection are displayed in each classroom and the children are regularly made aware of staff they can speak to if they have any concerns regarding school or home. All members of staff are issued with a Code of Conduct outlining guidelines for their behaviour towards pupils and are given Child Protection training at least biennially.

The prime concern of the school is the welfare of the pupils. All concerns will be acted upon. If necessary, professional assistance is sought and the matter referred to relevant outside agencies (e.g. Educational Psychologist, Education Welfare Officer, Social Services).

A shortened copy of the Safeguarding and Child Protection Policy is given to parents of children entering Nursery / P1 and is sent home to other parents biennially.

Our Attitudes

It is hoped that during their time in Academy our pupils will be instilled with the values imparted from the CAPS (Character Approach to Problem Solving) programme used in school:

Respect (Sept)	Responsibility (Oct)	Good Manners (Nov)
Friendship (Dec)	Perseverance (Jan)	Honesty (Feb)
Forgiveness (March)	Helpfulness (April)	Self-Control (May)
Thoughtfulness (June)		

- Individual children and classes are rewarded for demonstrating the above values through the Academy Ace and Oscar schemes.
- Pupils are encouraged to take an active role in helping others through the Buddy System, School Council and ECO Committee.
- Children discuss appropriate issues such as friendship and bullying during PDMU sessions and Circle time.
- Classes take part in activities related to Anti-Bullying Week (NIABF)

Behaviour

At Academy we adopt a positive approach to discipline expecting our pupils to behave in a responsible manner at all times. The school rules are for the greater enjoyment, safety and well-being of all our pupils. Class rules, rewards and consequences are explained to all pupils and are displayed in each classroom. Copies of the school's Positive Discipline

Policy and Anti-Bullying Policy are available from the Principal on request. Parental leaflets are sent home periodically and are widely displayed in the foyer of the school.

Attendance

Pupils are encouraged to attain full attendance and recognition of this achievement is given through the awarding of attendance certificates at a special assembly each September. The EWO monitors attendance by visiting the school on a regular basis and appropriate action is taken where attendance or punctuality is not at an expected level.

Medical

The school has Medical and Drugs policies which are available on request. Medical and dental services make regular visits to the school. The school secretary and class teachers have contact details for each child and these details are updated annually. Mrs Kennedy is the school's contact for First Aid. All staff are given photographs and details of children with severe allergies. Nuts, nut products, sesame seeds and kiwi fruit may not be brought into school and parents are informed of other foods which cannot be eaten in particular classrooms. Epipen training and training for staff monitoring diabetic pupils is provided as required. A defibrillator is positioned in the foyer of the school and staff have been given training on its use.

Our school as a community

The school is seen as an extended family where everyone works for the common good:-

- Induction days are held for Nursery and P1 parents;
- DELTA programme for parents of children in the Nursery/P1;
- Parents are encouraged to help with snack routine in the Nursery;
- An Open Afternoon is held in December to enable parents to view children's work and classrooms;
- An Open Evening is held in December for prospective Nursery and P1 parents;
- Parents are made welcome in the school. They are given curriculum overviews at the beginning of the school year, invited to parental interviews and made to feel that their views are important. Information is given to parents on a regular basis via the school website, text messaging and notes sent home with the pupils;
- Parents take an active role in raising funds for school resources through participation in PTA committees and events and through contributing to the School Fund;
- Parents volunteer to train and participate in the Reading Partnership Scheme;
- Parents accompany teachers and non-teaching staff on educational visits;
- Parents are invited annually to the Attendance Assembly, Infant Harvest Service, Nursery and Infant Christmas Presentations, Junior Carol Service, Spanish Assembly, P7 Play / Show and the Leavers' Assembly.

The school as part of a wider community:-

- Links have been established with schools in the local area and further afield e.g. Saintfield High School and Holy Family Primary School through the Shared Education N.I. programme;
- The Principal and teachers participate in local cluster groups to share good practice;
- People with interesting careers or hobbies eg fireman, beekeeper are invited to speak to classes;
- Local clergy speak regularly in assemblies;

- School participates in local events and competitions e.g. carol singing (at local luncheon clubs) and submitting entries for Lisburn and District Show;
- Children in various year groups take part in the local Young Enterprise Scheme;
- The school regularly supports both local and global charities;
- Various local groups use the school premises for meetings/activities outside of normal school hours.

Welfare of pupils:-

- A supervised breakfast club is available from 8am and a supervised after school club is available 2-5 pm Mon to Thurs and 2-4pm on Fri;
- Children are supervised at break and lunchtimes by teaching and non-teaching staff. Members of staff provide First Aid at these times (on a rota basis);
- Breaktime snacks and lunches are available from the school canteen;
- A wide range of after school activities are available to pupils – these are organised by teachers and other vetted outside agencies;
- At the beginning of each session Nursery children must be brought inside the Nursery by an adult.
- At the end of the school day:-
 - Nursery children must be collected by a parent or other adult (with authorisation from parents) from inside the Nursery;
 - P1-3 pupils must be collected from their class teachers in the playground by a parent or other adult (with authorisation from parents);
 - Teachers walk P4-7 children to the front of the school;
 - P4 children must be collected by a parent or other adult (with authorisation from parents) or may walk home with an older sibling;
 - Only P5, P6 and P7 children are permitted to walk home unaccompanied.
- Access to the main school, Nursery, mobile classrooms and Library is via an electronic fob during the school day.
- The school has a computerised registration system. All visitors are registered and issued with an identification pass.
- Parents removing their child/children during normal school hours must sign and record the time in the Parent Visitor Record Book when picking up and, if appropriate, returning their child/children;
- A school counsellor from Familyworks is in school for 3 hours per week to provide counselling to children who have been referred by their parents, teacher or have requested counselling themselves (P5,6,7 only). This service is available for a wide range of issues including anxiety, bereavement and managing emotions. The counsellor uses play therapy to help the children cope with their individual situations. The sessions are confidential and the child is encouraged to share feelings with the counsellor on the understanding that it is a safe place. Small group work is available for children with social difficulties and low self-esteem. There is also a 'drop-in' service for P5-P7 pupils where they can request a 'chat' with the counsellor and after receiving parental permission they can subsequently 'drop-in' over breaktime.

Counselling sessions with the Familyworks counsellor can only take place when written parental permission has been sought and given.

Monitoring and Evaluation

- A whole school questionnaire which includes questions relating to Pastoral Care is issued to parents every two years;
- In the Nursery, parents are given a questionnaire at the end of the year;
- Staff regularly monitor and discuss aspects of Pastoral Care;
- Questionnaires requesting feedback on the school's pastoral care and safeguarding provision are issued to parents biennially;
- SETAQ allows the school to periodically rate its performance in this area;
- Staff keep abreast of current policy and avail themselves of advice and training as appropriate;
- If complaints arise they are dealt with promptly in accordance with existing school policy.

Glossary of acronyms

DELTA	– Developing Early Learning and Thinking Abilities
EWO	– Education Welfare Officer
PDMU	– Personal Development and Mutual Understanding
PACT	– Promoting a Culture of Tolerance
SETAQ	– Self Evaluation Through Attitude Questionnaires
NIABF	– Northern Ireland Anti-Bullying Forum