

TEMPO PRIMARY SCHOOL



A Parents Guide to Pastoral Care

The Governors will monitor the implementation of this policy and evaluate and review regularly.

Signed Chair of Governors; _____

Date; _____

Signed Principal; _____

Date; _____

Statement of ethos - Tempo Primary School

At Tempo Primary School, we welcome families from all backgrounds. Our Christian values are the foundation upon which we build caring and inclusive relationships within our school community. We provide high quality teaching and learning through a nurturing, child-centred approach. We encourage everyone to achieve their full potential within a supportive learning environment.

Vision

We will promote positive relationships (within a supportive and caring environment) and strive to inspire a love for learning. We will encourage every child to achieve their full potential and become effective contributors to their community in the future.

Mission Statement

- To provide an environment where children feel safe, happy and secure.
- To provide high quality teaching experiences designed to include everyone and help us succeed as a school community.
- To provide effective leadership on all levels and promote positive relationships based on core values.
- To work alongside parents and governors and external agencies to deliver the agreed aims of the school.

PARENTS' GUIDE TO PASTORAL CARE

The Board of Governors and staff at Tempo Primary School, through the school's Pastoral Care Programme, aim to create a happy, supportive, secure, stimulating and stable environment in which children can develop physically, emotionally, socially, spiritually and intellectually to their full potential.

We have been entrusted with the care of all enrolled pupils at this school. Our responsibility for pastoral care extends to all activities and contexts which are part of school life both curricular and extra-curricular.

AIMS

- Provide a happy, safe and stimulating working environment in which each child feels secure and valued as they develop.
- Encourage positive relationships between staff and pupils and amongst the pupils themselves.
- Nurture and celebrate children's success and achievements to build self confidence and self-esteem.

- Through our procedures and organisation to encourage pupils to contribute positively to school life and to develop a strong sense of identity within our school family.
- Set clear standards for positive discipline and to enforce these consistently for the good of all and in a way which is understood by the pupils.
- Maintaining, nurturing and valuing partnership with parents and the wider community.

Roles and Responsibilities

The Principal is responsible as the representative of the Board of Governors for providing the resources, organisation and good communication which are necessary to promote a caring environment. However, the key role in caring is performed by the classroom teachers and school support staff. They are well placed on a day-to-day basis to monitor pupils and deal with issues which may arise.

Should a parent have any concerns about a child's well-being, we would encourage them to make contact with us at school. Some difficulties which children experience can seem relatively unimportant to an adult; however, we feel it is an essential part of our role that such issues are dealt with as a matter of priority. We will endeavour to give appropriate time to each situation as it arises.

Safeguarding/ Child Protection

We as a school have a pastoral responsibility towards our pupils and recognise that the children have a right to be protected from harm. We have child protection procedures in place within school, which reflect our legal duties and our pastoral responsibilities. School doors are secured from 9.10 am each morning and access after this time is granted only through the office. Visitors must speak to a member of staff before gaining access to the school and must sign in with the school secretary and wear a visitors' badge at all times.

Our Safeguarding/ Child Protection Policy is available for inspection. This policy is reviewed annually and requires all staff, both teaching and non-teaching to be trained in this area.

If you have a concern about something that is happening in school, please speak to the class teacher or Designated Teacher for Child Protection, Mrs K. Watters or the Deputy Designated Teachers, Mrs Erskine or Mrs Graham.

Bullying

Bullying is wrong, harmful and unacceptable. We aim through our ethos and curriculum to inform children appropriately and encourage within them a sense of self-confidence and self-worth.

We have an anti-bullying policy in school, giving guidance for teachers and pupils. If you, as a parent or guardian, suspect your child is being bullied please inform the school at once by telephoning the Principal. Your concerns will be taken seriously, and an investigation will begin immediately.

Drugs

The Board of Governors, Principal and staff take a serious view of the misuse of drugs. We will not tolerate the using or selling of drugs in school and will take appropriate disciplinary measures on any pupil believed to be guilty of the offence. Our Drugs Education Programme, primarily taught through the subject area PDMU will provide opportunities for our children to acquire knowledge, understanding and skills which will enable them to live a healthy lifestyle. A copy of our Drugs Policy is available upon request.

Home/School Links

Parents and teachers are encouraged to keep in touch with each other, particularly where either has any concern about a pupil. Although it is a requirement to only hold one parent/teacher meeting annually, we as a school recognise how important communication is with home and school. As a result, we have an open-door policy and will meet with any parent who requires it.

Where possible, appointments to see the principal or teachers should be arranged through the School Secretary.

PDMU (Personal Development and Mutual Understanding) and CITIZENSHIP

To celebrate pupils' achievements and to promote our school values we present Star of the Week awards at a whole school Assembly each week. We have half termly certificates which are also presented at special assemblies. These certificates cover Literacy, Numeracy, ICT, Helpful Hero, Awesome Achiever and our Principals Award. We also enjoy acknowledging the children's achievements outside school (such as Boys/Girls Brigade, Scouts, Sports, Music etc) and would encourage the children to bring in certificates, medals and cups to show their peers in class and display on our school notice board.

Special Educational Needs

Tempo Primary School is committed to providing equal access for all pupils to a broad and balanced Northern Ireland Curriculum. As a school we recognise that some pupils during their school career may have special education needs and/ or a disability and we endeavour to make every possible arrangement to provide for their individual needs.

Miss Murray has the overall responsibility as SENCO (Special Educational Needs Co-ordinator).

We value your important input as parents. Should you have any concerns regarding your child's education please speak your child's class teacher or Miss Murray.

Discipline

Our Positive Behaviour Policy promotes positive discipline. All pupils are expected to behave in a responsible manner both to themselves and others. Consideration, courtesy and respect for other people and our environment should be observed at all times.

Each child will be made aware of what is deemed acceptable behaviour through promotion and practice of our school values. We would ask for your support as parents in ensuring that this be maintained.

Medical Issues

Legally, schools are not compelled to administer medication to children. Ideally the administration of medication to children should be given by parents. In rare cases, it is necessary for the child to take the medicine during school hours. The staff of the school wish to be helpful in this regard but certain conditions need to be imposed.

Medication should be clearly marked with the name of the child, the dosage and times that the medication needs to be administered clearly stated. Prescription medication will only be administered. Parents should hand the medication directly to the **school office** and complete a consent form. If the consent form is not completed by a parent, we cannot administer medication.

Could we also ask you please to update the school during the course of the year of any changes in your child's medical history. It is important that we are made aware of all conditions and allergies of our children. Thank you for your co-operation in this matter.

Attendance Procedures/ Lateness

We are obligated by law to keep a record of your child's attendance. Please inform the school in writing for reasons of absence. This can be completed via our School Comms App. Please refer to the school's Attendance Policy for more information.

We also are required to officially note all late arrivals to school. **The school day begins at 9.10am.** Attendance and late arrivals will be monitored by the school and Education Welfare Officer. We would ask you to make every effort to adhere to this.

Morning Arrangements

A Breakfast Club operates within school from 8.15am every morning in our staff room. We provide cereal, toast, juice/milk and tea.

Break and Lunch Time

Break and lunch time periods give the children an opportunity to participate in physical play. All children are supervised outside during these times.

Healthy Breaks Policy

We have worked alongside health professionals to develop this policy. The Board of Governors and staff are committed to implementing this. Children are encouraged to eat fruit, vegetables or bread-based products at break time and drink milk or water. Due to allergies no nut products are allowed in school.

Parents/ Volunteers etc

We are enthusiastic about parental involvement in the life of the school. To protect our children, parents and other outside persons coming into school and in keeping with Department policy, all parents, volunteers, music tutors, coaches etc. will be vetted using the Enhanced Disclosure Access NI online form. Any parent wishing to assist as a volunteer in school should contact the school office.

Use of Photographs/Video

You will appreciate that we would wish to celebrate school activities and functions by recording them by video and the taking of photographs, with the possibility of these being included on our school website or other media sources. The children may also be photographed as part of our observation records which would show some of the work they have been involved in. (This is particularly relevant to Foundation Stage classes).

However, we are obliged to ask for your permission to do so and you have been issued a consent form. **We would ask parents to advise Mrs Erskine, Principal, in writing if they wish their child to be excluded from photographs and the school website etc.**

Use of mobile phones or similar devices in school

Children should not bring their mobile phones into school. Due to the ease of access to the internet on modern mobile phone devices, we are unable to monitor personal internet and social media activity on a child's device. For this reason, it should not be brought into school.

Headlice

We are very aware that this can be a frustrating issue for parents. However, following strict guidelines set down by the Department of Health, schools are not to inform parents of every instance of infestation of lice in classes. We will only inform parents if a number of children in the class have an infestation.

We would continue to encourage you to check all children's hair on a very regular basis and use appropriate treatments only when infestation is found.

Pastoral Care Resources

If you require any advice or guidance on dealing with an issue such as death/sickness in family, separation or divorce etc. please do not hesitate to contact Mrs Erskine or other outside agencies e.g. NI Family Support.

<http://www.familysupportni.gov.uk>