



ST. LOUIS
COMMUNITY SCHOOL

Pastoral Care Policy

St Louis Community School has adopted the following policy within the framework of the school's ethos and general objectives, as expressed in the school's mission statement and its other relevant policies. Pastoral Care is a core dimension of life in St Louis Community School. It is a system of integrated roles, structures, policies, programmes and initiatives employed to support the personal, social and academic development of our students. It is achieved through the quality of teaching and learning and through the nature of the relationships amongst staff, students and parents.

Principles

Our pastoral care approach is:

- Student-centred
- Impartial
- Pro-active
- Inclusive of all students and staff
- Collaborative
- Respectful of confidentiality
- Respectful of diversity

Aims:

- To foster a nurturing, respectful and safe environment in the school community.
- To provide support to students who experience academic, behavioural or emotional difficulties.
- To provide information and supports to teachers, special needs assistants and staff when such difficulties arise.
- To act as an early warning system for the detection of students who are at risk.

Pastoral Support Systems

Each class group is appointed a Class Tutor whose role is one of care and support. Each year is represented by a Year Head. Tutors assist year heads with the checking of journals, absence notes, etc every week. Students are encouraged to speak to their subject teachers, tutors, year heads or any member of staff should they have an issue which needs addressing. Big Brother, Big Sister Link Teachers and team coaches may be approached by a student in need.

The Pastoral Care Programme is also supported by the provision of the following programmes, initiatives and departments:

- Student Induction
- Big Brother/Big Sister Programme
- Junior Certificate Schools Programme
- Breakfast Club
- Homework Club
- Circle of Friends
- Social Hub/ Chill-Out Room
- Mental Health Awareness Campaigns
- Extra-Curricular Activities
- Student Achievement Awards Ceremonies
- Support Structures – SEN, Guidance, Chaplaincy, Attendance
- Chaplaincy Team/Catholic Schools Week
- Wellbeing Team/Wellbeing Week
- Pastoral Care Team
- Critical Incident Team
- Religious Education, Wellbeing Departments
- Prefect System
- Student Council

Pastoral Care Team

This team is composed of the following personnel/roles;

- Principal – responsible for the liaison between the team, staff and parents.
- Deputy Principal -also responsible for the liaison between team, staff and parents.
- Special Educational Needs Co-ordinator – Co-ordinates supports for students with special educational needs.
- Chaplain – supports the spiritual and emotional wellbeing of students.
- Guidance Counsellor – co-ordinates educational, vocational and personal guidance.
- PLC Co-ordinator – co-ordinates pastoral care for Post Leaving Certificate students.
- Attendance Co-ordinator – co-ordinates and monitors student attendance.
- Homework Club Co-ordinator – co-ordinates homework support for students.
- Year Heads/Class Teachers – liaise between staff, parents and team.

Procedures:

- The Pastoral Care Team meets fortnightly and informally as the need arises, to achieve the above aims.
- Team members share information regarding students experiencing difficulties.
- Other members of staff may refer students in need of support to members of the PCT.
- PCT identifies any difficulties experienced by students and develops co-ordinated strategies or interventions in response.
- PCT liaises with external support agencies and services, if required.

- Principal and/or Deputy Principal communicate agreed strategies and interventions to staff. This approach is respectful of confidentiality. Members of the PCT team only share student information in compliance with Child Protection Guidelines.
- Wellbeing and other relevant subject departments liaise with PCT in the creation and delivery of programmes.

Interventions may include:

- Contact with parents/guardians.
- Meeting with Guidance Counsellor/Chaplain.
- Peer Mentoring by prefects or as part of Big Brother, Big Sister Programme.
- On-going observation by class teachers, year heads and special needs assistants.
- Organisation of appointments with outside agencies.

The timeline for intervention is outcomes-based and depends on the need/needs arising. Follow-up reports are delivered by appointed relevant individuals at subsequent Pastoral Care Team meetings.

Pastoral Home/School Links:

- Parents' Association
- Board of Management Parent Representatives
- Direct communication with Parents
- Support via Year Head System
- Parent/Teacher Meetings
- School Journal
- School Website
- First Year Induction Programme

Professional Development

All members of staff have received updated training in Child Protection Guidelines. Other members of the Pastoral Care Team have received training in Cognitive Behavioural Therapy, Wellbeing and other relevant areas.

Evaluation of Pastoral Care Programme

The work of the Pastoral Care Programme is evaluated by the Principal on an on-going basis. Monitoring of specific pastoral care initiatives occurs at the regular Pastoral Care Team meetings.

Adoption and Review

1. This policy was adopted by The Board of Management on 25/09/2018
2. This policy has been made available to school personnel, Student Council, Parents' Association and has been published on the school website.
3. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification of the completion of this review will be provided to school personnel and Parents' Association and will be published on the school website.

A record of the review and its outcome will be made available, if requested, to the patron and to the Department of Education and Skills

Signed Peter J. Kilbane Date: 25-09-2018

Signed [Signature] Date: 25/09/2018

Date of next review Sept 2019