

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.



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PASTORAL CARE POLICY Mar 2020

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Introduction

This policy encompasses the whole school community. Pastoral care should permeate all areas of school life. In CBS Kilkenny we facilitate the development of all members of our school community. In our school community each student is valued and his uniqueness is recognised. We promote a school community that is caring and positive. This work will be carried out in an environment that is both safe and secure for all in our school community. We believe pastoral care is the responsibility of the entire school community.

Relationship to school ethos/mission

Through the implementation of this policy we strive to enact the stated mission and vision of CBS Kilkenny. We value all in the school community and endeavour to develop each member of the school community.

Rationale for policy

Pastoral care is an integral part of our mission in CBS Kilkenny and as such it needs a formal structure to ensure its effectiveness in our school community on a day by day basis and particularly at critical times or in the event of a major emergency. We welcome the recent emphasis on Wellbeing, as stipulated by the Department of Education and Skills, which we feel complements our existing policy on pastoral care.

Goals of the Policy

That every student will:

- Feel valued and cared for
- Be developed to his full potential – spiritually, morally, intellectually, physically, socially, personally and aesthetically
- Have a sense of belonging to our school community

Identifying Students of Concern

Year Heads and management meet weekly. This is an important forum where the Year Head can raise any concerns which s/he may have for individual student welfare and wellbeing. Class tutors or subject teachers inform the Year Head if they have any concerns about the wellbeing of a student.

There is also a weekly Special Education Needs (SEN) meeting which helps to highlight students of concern. Issues may also come to light in the small group or one to one setting in which learning support classes occur.

There is a meeting of the Transition Year team once a month, at a minimum, and this affords an opportunity to identify students of concern in this year group.

The school strongly supports the One Good Adult approach to student care. Each staff person is cognisant of the proven fact that one good adult can make an immense difference in a child's life. To this end we have included a page in the student diary which outlines

our model of support in the school. Students are made aware of this model in Wellbeing classes (Years 1-3), Health Education (TY) and Religion classes (Years 5-6). When seeking help or advice students are encouraged to approach whichever member of staff they feel most comfortable raising the issue with.

Where concerns are raised about a student in these or other settings, appropriate steps are taken to support him. This may involve contact with parents, talking with the Guidance Counsellor, a referral to other counselling or outside agencies or other actions which may be deemed necessary, supportive or protective.

If a member of staff has a concern about child protection they report this to the Designated Liaison Person (DLP) as per our Child Protection Policy.

Implementation of Policy

Board of Management

The Board of Management will ensure that the ethos and values of the founding partners are reflected in the formulation and implementation of this policy.

Principal and Deputy Principals

The Principal and Deputy Principals will work to ensure that our school is primarily a caring community. Management is committed to supporting all those involved in the pastoral care programme in CBS Kilkenny. Management makes time available to meet parents/guardians, staff and students in a supportive atmosphere. Management facilitates in-house staff development and encourages participation in external associations, programmes and courses particularly when those programmes/courses have a direct influence on student learning.

All School Staff

Due care and respect will form the basis of all dealings the staff may have with all members of the school community and visitors to the school.

Chaplain

The School Chaplain is in a unique position to assist the pastoral care system within our school. The chaplain will work with staff in providing spiritual and pastoral care to the whole school community and will communicate at all times with the Principal, Deputy Principals, the Guidance Counsellors, Year Heads, Tutors and parents/guardians on all relevant matters relating to the students.

Class Teacher

Teachers conduct classes in a structured and ordered environment. The relationship fostered in the class is based on mutual respect. The classroom teacher deals with situations that arise in class and in more serious situations s/he refers the student to a Class Tutor, Year Head, and the Deputy Principal in accordance with the agreed school protocol.

Critical Incident Team

The Critical Incident Team is made up of the Principal, Deputy Principal, Chaplain, Guidance Counsellor and members of staff. The team meet on a regular basis.

Guidance Counsellor

The Guidance Department provides a wide range of services including Educational Guidance, Personal Development/Counselling, and Standardised Testing. The Guidance Counsellor is available to meet students in class groups and for individual consultation with students and/or parents/guardians on matters relating to career advice and possible personal difficulties.

Parents Council

As a partner in CBS Kilkenny the Parents Council contributes significantly to policy making. Through their involvement with the Council parents/guardians show their commitment to student welfare and development. The Parents Council contributes to several programmes in the school.

Religious Education (RE) Teachers

The RE teachers deliver the RE Programme to all students in the school.
Refer to RE Policy.

The Student Council – Student Council Liaison Teacher

The Student Council is a representative structure for all the students in the school. It provides students with the opportunity to become involved in the affairs of the school, working in partnership with school management, staff and parents/guardians. It should always work for the benefit of the school and its students. The Student Council will always work in consultation with the school management.

The Student Council has responsibility for:

- Working with staff, Board of Management and Parents Council in the school
- Communicating and consulting with all students in the school
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's programme of activities for the year
- Managing and accounting to the Board of Management for any funds raised by the Council.

Wellbeing:

A core Wellbeing Team meets regularly. This team comprises staff from the departments of Physical Education, CSPE, SPHE, Guidance as well as other relevant subject departments. The team has developed a Wellbeing Programme which is being delivered to all Junior Cycle students. The programme content has been informed by research carried out as part of our School Improvement Plan. The program is based on the six indicators of learning as set out in the Junior Cycle Wellbeing Guidelines (NCCA). These indicators are as follows:

1. Active
2. Responsible
3. Connected
4. Resilient
5. Respected
6. Aware

The Wellbeing Team helps to foster an awareness that the promotion of Wellbeing is a whole school and cross-curricular responsibility.

It is endeavoured, as far as possible, to timetable class tutors to teach Wellbeing classes. This is to support the pastoral care of students as it affords tutors the opportunity to meet their group in a non-exam setting. Wellbeing class content allows for discussion of topics of concern and interest to adolescents. The content and methodology of the programme affords the tutor the opportunity to get to know their group better and to build a strong relationship with them.

Tutors

The Class Tutor takes particular care of one class group. S/he engenders a supportive, positive, open atmosphere in which success and achievement are highlighted and valued. S/he liaises with class teacher, parents/guardians and Year Heads on a regular basis.

Learning Support/Resource/SE Teachers

These teachers support students academically as well as socially and personally and facilitate their holistic education. The work is carried out in conjunction with mainstream teachers and in collaboration with home and external agencies.

Special Needs Assistants

Special Needs Assistants provide care and assistance to the students allocated to their care, paying particular attention to the students' Wellbeing.

Students

Relationships in the school are based on mutual respect and courtesy. Students should at all times be supportive of all in the school community. Students should also respect school property and the environment and take responsibility for keeping it in good order.

Year Heads

Year Heads play a major role in the care and support of our students. They meet on a weekly basis with the Principal and Deputy Principal. They have regular contact with parents/guardians on the progress and performance of the students. They also communicate with the Principal, Deputy Principals, Guidance Counsellors and SEN Coordinator on issues relating to the year group.

Pastoral Care Programmes

The following policies/programmes contribute to the pastoral care programme:

Child Protection Guidelines are adhered to at all times.

Anti-Bullying Policy – Programme

The purpose of the programme is to raise awareness of bullying and to have procedures in place to deal with incidents of bullying.

Refer to policy.

New Students who join during the School Year

The relevant Year Head and Tutor will provide advice and assistance to new students who join CBS Kilkenny during the academic year. The Year Head and Tutor will monitor the performance and integration of the relevant students in CBS Kilkenny over the initial 4-6 week period, by consulting with the student's teachers. During this period the Year Head and/or Tutor will meet with the relevant students and enquire how they are settling in and offer support as required.

Code of Behaviour

The Code of Behaviour is in place to facilitate learning and teaching in a positive, safe and secure atmosphere. The code has been developed in partnership with the staff, students, parents/guardians and management.

Refer to policy.

Critical Incident Policy

The Critical Incident policy is in place.

Refer to policy.

Extra-Curricular Activities – Teachers

A wide range of activities including sporting, cultural, dramatic and artistic events facilitate the personal development of students and assists the development of interpersonal and intrapersonal skills.

Refer to policy.

Health and Safety Policy

Refer to Policy.

Homework Policy

To promote in the student population, the value of homework and study in the learning process and to promote independent learning and creativity.

Refer to policy.

Induction Programme for First Year students

An induction programme for incoming First Year students is held at the beginning of the academic year. The Year Head and Tutors advise the First Year students of the standard of behaviour expected in CBS Kilkenny. Timetables and maps of the school building are distributed to the new students and the Year Head conducts an orientation session with the First Year classes and informs them of all aspects of school life. The Cairdeas group mentor the First Year students in all aspects of school life during the first term and implement programmes at lunch time for them.

Induction Programme for New Staff

An induction programme for new staff is held at the beginning of the academic year. The Principal and Deputy Principals welcome the new staff, provide information on the ethos and philosophy of the school and inform them of various working policies and procedures operating within the school. A post holder has responsibility for supporting all new staff. Refer to policy.

Induction Programme for Parents/Guardians of incoming First Year students

The parents/guardians of the incoming First Year students are invited to the school in May for an information evening. The aim of the evening is to help the parents/guardians and incoming students with a smooth transition from primary to post-primary school. There is a follow up evening for the parents/guardians of each individual class group in October of the first year.

Induction Programme for Parents/Guardians of Transition Year students

The Transition Year Coordinator invites the parents/guardians of prospective Transition Year students to an information evening in May of the preceding academic year.

Mentoring Programme

A Mentor (senior subject department members/subject Coordinator) is assigned to each new staff member when they begin teaching in CBS Kilkenny.

The aims of the mentoring programme are to promote:

- The care and Wellbeing of new teachers
- The development and acquisition of new teaching skills
- A collaborative teaching culture in our school.

Positive Behaviour Programme

A positive behaviour programme is in place for all students. The focus of positive behaviour is to use incentives such as motivation, encouragement, praise and reward to improve behaviour and performance. The aim of the programme is to foster team spirit in a class group and to improve class-work, homework and behaviour. The positive behaviour programme entails collaboration among Year Heads, Class Tutors, class teachers, students, and parents/guardians.

An Awards Ceremony is organised by the whole school community and held at the end of each academic year. Awards are given for a variety of different academic achievements and extracurricular activities.

Role of Year Heads and Tutors

To monitor attendance, academic performance and personal development.

Substance Abuse Policy

Refer to policy

Supervised Study

A supervised study facility is available in the school every evening after school in which priority is given to those undertaking state examinations. Students study in a quiet supervised atmosphere.

Pastoral Procedures

- Key pastoral care personnel meeting - Relevant Year Head and Tutors (Chaplain, Guidance Counsellor, Learning Support invited if necessary)
- Individual Counselling
- Critical Incidents – e.g. sudden death.

Referrals

Where allegations of a serious nature regarding child protection concerns arise, referrals are made to the appropriate agencies.

Performance Criteria

The goals of this policy are to ensure that each student will:

- Feel valued and cared for
- Be developed to his full potential – spiritually, morally, intellectually, physically, socially, personally and aesthetically
- Have a sense of belonging in our school community.

Monitoring the Implementation of this Policy

The monitoring and implementation of this policy will keep in mind that pastoral care should permeate all areas of school life.

- Tutors/Year Heads/Guidance Counsellor will meet with class group/year group regularly to monitor the pastoral care needs of students.
- Year Head meeting with Principal and Deputy Principals will monitor pastoral care on a regular basis.
- Teachers will discuss academic and pastoral development of each student at Parent-Teacher Meetings.
- Principal, Deputy Principal, Year Heads, Chaplain, Guidance Counsellor, Wellbeing team and other members of staff) will meet regularly to monitor implementation of the policy.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____