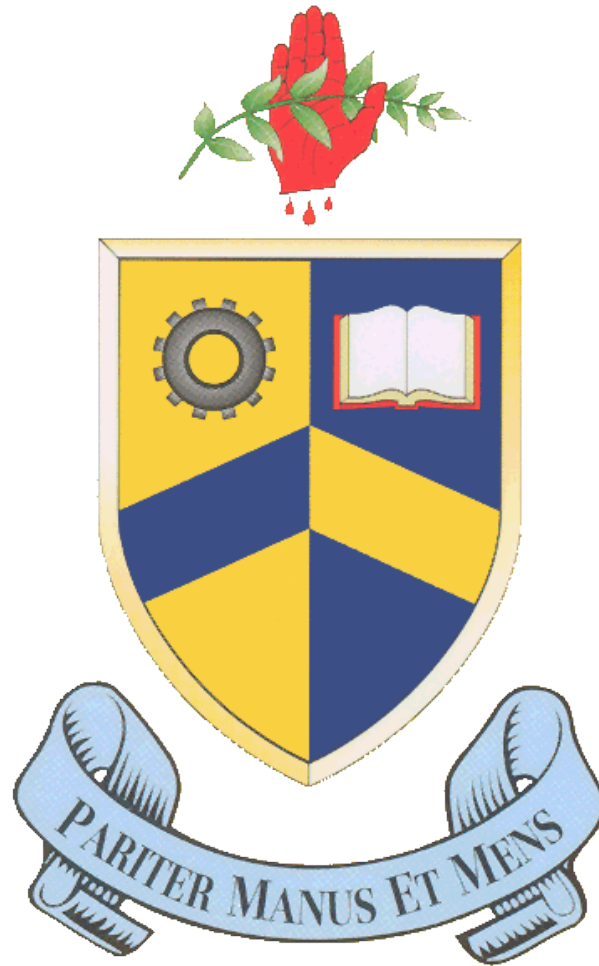


ASHFIELD BOYS' HIGH SCHOOL



Pastoral Care Policy

The Pastoral Dimension

The pastoral dimension involves all activities in the school and therefore every teacher plays an essential role in meeting the needs of individual pupils. He/she is continually guiding and advising pupils on personal, educational and vocational matters to help them to maximise their time at school and prepare them for life outside. The management structure of the school represents the conscious efforts of the Senior Management Team to provide for the child as a person as well as a pupil.

General Aims

The aims of Ashfield Boys' High School include those of creating a school community which recognises the worth of the individual, to increase his self-esteem, to encourage self-discipline, to take a pride in good personal relationships and respect the right of others.

The specific aims of Pastoral Care are:

- a) To encourage a positive and co-operative atmosphere, to support each pupil, to teach him the value of education, to give him the confidence to succeed and to provide guidance where needed,
- b) To celebrate each pupil's achievements in all areas, academic, creative, physical, social and spiritual so that by experiencing success he may be encouraged and assisted to develop to his full potential,
- c) To liaise and communicate, as appropriate, with parents and colleagues regarding the academic progress and personal welfare of individual pupils.

Parental Involvement

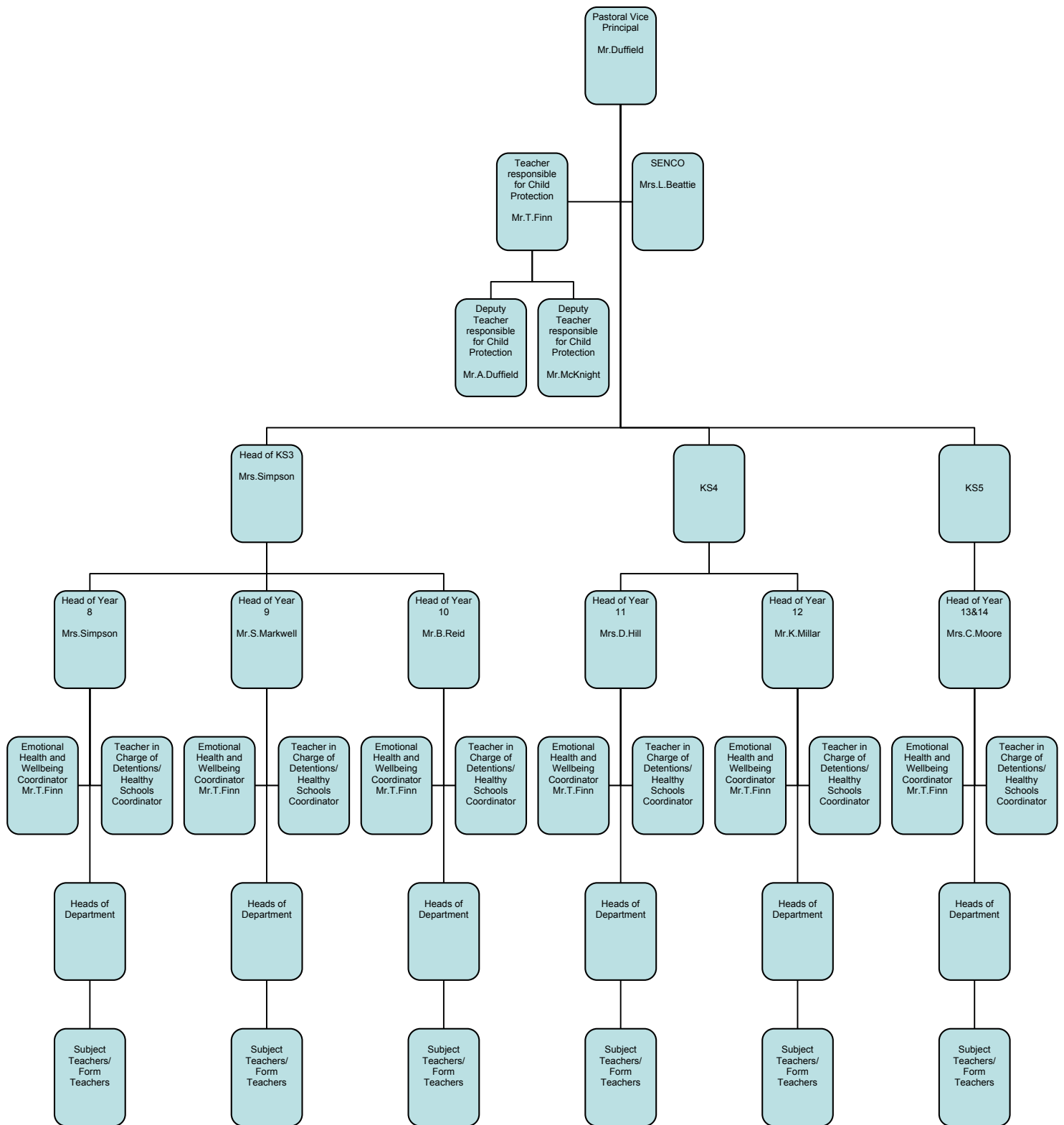
The school together with parents form a partnership. It acknowledges that without their continuing assistance and support the above aims cannot be achieved. Parents have a critical role to play in the education of their children and the school has always taken pride in maintaining a close relationship with them. The Pastoral Care Team are available at short notice to meet with any parent to discuss matters which may cause them concern.

Pastoral Care Arrangements

The Pastoral Care Team are led by the Pastoral Vice Principal who is responsible to the Principal.

Team Leader- Pastoral Vice Principal
Head of Key Stage 3
Heads of Year
Class Teachers

Teacher in charge of Child Protection
2 x Deputy Teachers in charge of CP
Emotional Health and Wellbeing
Coordinator



Head of Key Stage 3

Has responsibility for that section of the school.

Heads of Year

Supervise the general behaviour of pupils in his/her form. They check attendance, punctuality, dress, class reports and progress on a regular basis. They also liaise when necessary with parents, the Education Welfare Officer and other outside agencies.

Form Teachers

All classes have a Form Teacher who is responsible for the daily management of that class. He/she is the first source of information and help and should take a particular interest in the welfare of the specific class. Form Teachers daily monitor their pupils' attendance in line with the School's Attendance Protocol, issue dinner tickets, monitor homeworks, deal with all notes and refer to the Head of Year any necessary contact with parents.

Emotional Health and Wellbeing Coordinator

The ABHS Emotional Health and Wellbeing Coordinator as well as being a qualified teacher, is a highly qualified professional Social Worker with extensive experience. He facilitates and provides a professional service of counselling available to all pupils. This service is highly confidential and available to all pupils, throughout the school working day.

Referrals can be made by staff via forms available in the School Office or by pupil self-referral.

Teacher in charge of Child Protection

Designated Teacher – EH&WC, Mr.T.Finn

Deputy Designated Teacher – Pastoral Vice Principal, Mr.A.S.Duffield

Deputy Designated Teacher – CLT Administration Coordinator, Mr.C.McKnight

Child Protection arrangements are as laid out in the School's Child Protection Policy.

Healthy Schools Assembly Programme

A programme of assemblies targeting relevant issues affecting pupil health will be developed and delivered by the School's Healthy Schools Coordinator.

	Years 8&9	Years 10&11	Years 12/13/14
September/ October '13	Smoking – 'Stoptober' event/ week	Smoking – 'Stoptober' event/ week	Smoking – 'Stoptober' event/ week
October '13	Fireworks	Legal Highs	Legal Highs
November '13	Mental Health	Mental Health	Mental Health

December '13	Diet/ Hydration	Diet/ Hydration	Diet/ Hydration
January '14	Healthy snacks	Alcohol	Alcohol
February '14	Gaming	Gaming	Sexual Health
March '14	Piercings	Tattoos	Tattoos
April '14	Safe play in the sun	Sunbeds	Sunbeds
May '14	Exams	Exams	Exams
June '14	Exams	Exams	Exams

Pastoral Programme

The School's Pastoral Care Team will discuss and develop a programme of events and courses to develop the pupil as a whole person whilst promoting and supporting their wellbeing. The balanced programme aims to build pupil spirit, raise their self esteem and develop resilience to pressures both real and perceived.

Year	Programmes
8	<ul style="list-style-type: none"> - Transition support through dedicated counselling team - Barnardos All Stars programme delivered through RE - Peer mentors – Year 13 pupils with PIPS Mind Your Mate training assigned to each Form Class - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG
9	<ul style="list-style-type: none"> - SHAHRP Alcohol Awareness workshops - Peer mentors – Year 13 pupils with PIPS Mind Your Mate training assigned to each Form Class - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG
10	<ul style="list-style-type: none"> - RSE – Young People's Empowerment Project, delivering RSE workshops - Selected classes – Inner East Youth Project delivering anti-social behaviour awareness workshops - Selected classes – PIPS Sophie Project pilot delivered on bullying issues - Alcohol awareness delivered through SHAHRP provided resources in LLW classes - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG

11	<ul style="list-style-type: none"> - ASCERT drugs awareness event run with collapsed timetable - Alcohol awareness delivered through SHAHRP provided resources in LLW classes - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG
12	<ul style="list-style-type: none"> - SHAHRP Alcohol Awareness workshops - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG
13	<ul style="list-style-type: none"> - SHAHRP Alcohol Awareness workshops - PIPS Mind Your Mate training offered - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG
14	<ul style="list-style-type: none"> - SHAHRP Alcohol Awareness workshops - Student Council – opportunities for individuals and classes to discuss issues and report them to CLT/ BOG

Ancillary Staff

During the lunch break the playground areas of the school are supervised by ancillary staff and teachers.

A rota will appear on the weekly sheet.

School Organised Journeys

All trips and journeys outside school are arranged and organised in accordance with the relevant BELB policy. (Copy held in office)

Illness in School

Pupil illness is dealt with as outlined in flowchart in Appendix A. When a pupil has to be sent home, he is not permitted to leave the school without the parent or contact person being aware of the situation and acceptable transport arrangements made.

Pupil injury in School

Pupil injury whilst in school or at a school related activity or event is dealt with as outlined in flowchart in Appendix B.

Absence through serious illness

Should a pupil be admitted as an inpatient at hospital he is sent a school generated 'get well' card.

Bereavement

The school is represented at funerals of teachers, pupils and close family members. Where possible the home is also visited. When a bereaved pupil returns to school he will be offered counselling sessions with the Emotional Health and Wellbeing Coordinator. In the event of the death of a pupil the parents are sent a letter the following Christmas to let them know that the school is thinking of them.

Past Pupils

Should the school learn of success achieved by a former pupil a letter of congratulations is sent.

Drug or Solvent Abuse

- 1 Any staff member, who believes that a pupil is under the influence of drugs or is in possession of such, should immediately report their suspicions to the Pastoral Vice Principal.
- 2 The pupil will be immediately removed from class and his parents/guardians contacted.
- 3 Clarification will be sought from PSNI Officers after the parents and pupil have been interviewed and possession is proven.
- 4 Suspension from school will be immediate.
- 5 The EWO will be advised of the situation.
- 6 Further recommendations regarding the pupil's education will take place between the principal, parents, pupil, EWO and BELB as soon as possible.

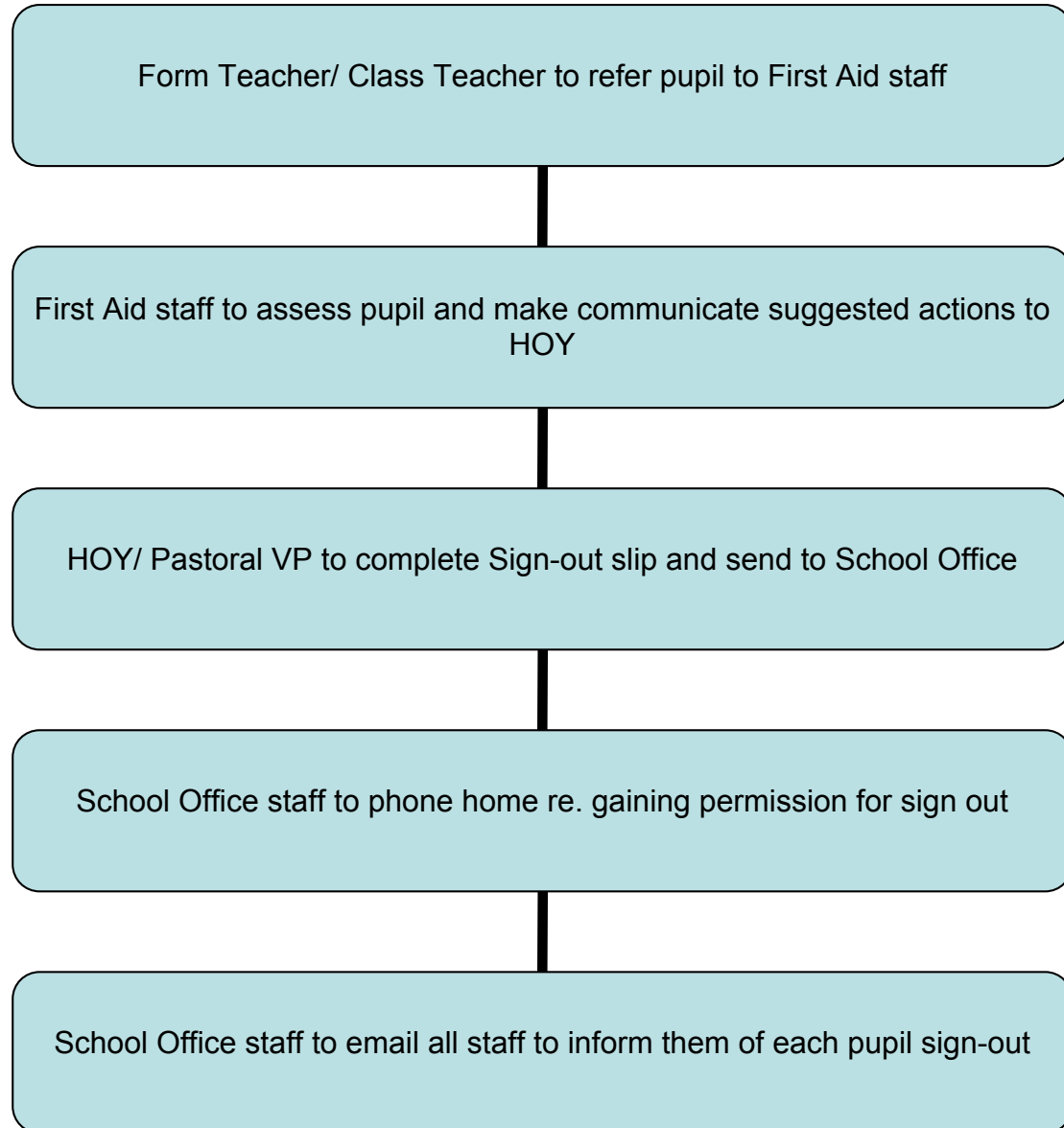
* footnote The above has been written in the masculine gender. With the admittance of girls to the 6th year and the attendance of pupils from Ashfield Girls' High for GCSE classes, it is accepted that the above Policy includes these two groups.

Policy Review

The School's Pastoral Care Policy will be reviewed annually in September.

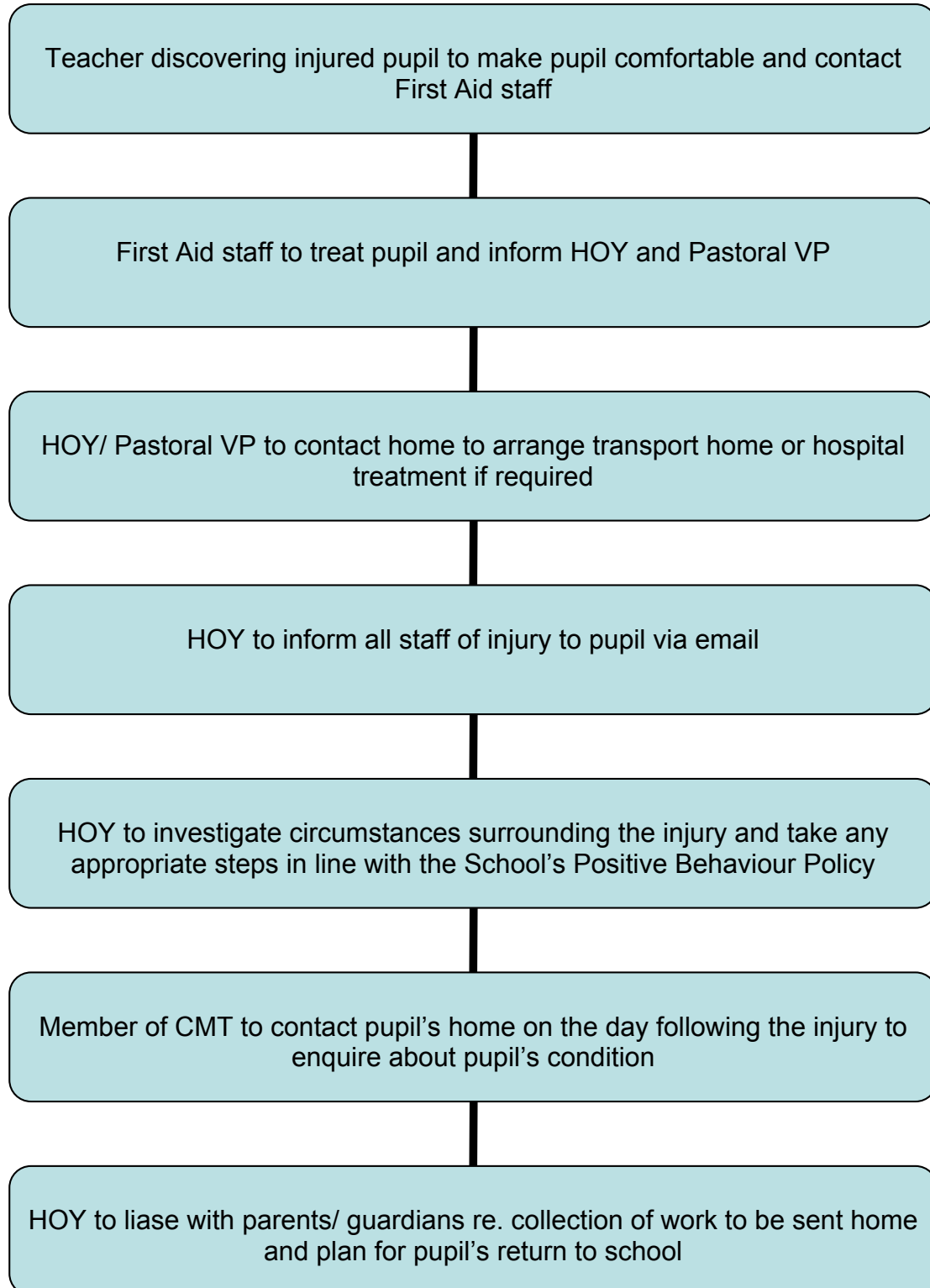
Appendix A

Pupil Illness Protocol



Appendix B

Pupil Injury Protocol



Appendix C

PUPIL ABSENCE PROTOCOL

1. Names of absent pupils are to be sent to the appropriate HOY by the Form Teacher on the pink form supplied in the Form Class folder. The number of days absent is to be included.
2. If no contact has been made with school by the pupil's parents/guardians by the 3rd day of absence then the HOY must make contact with home on that day and record the call and reason for absence on the logging sheets in the relevant Form Class folder.
Parents/guardians of persistent poor attenders are to be contacted on the first day of absence by their HOY.
3. Form teacher to communicate any concerns about attendance of individual pupils to appropriate HOY.
4. HOY to interview pupil regarding their poor attendance.
5. HOY to write to parent/guardian when the pupil's attendance falls below 95%. A letter is to sent monthly if attendance remains below 95%. - EWO 1st letter.
6. HOY invites parent/guardian to school for interview if pupil's attendance falls below 90% - EWO 2nd letter.
7. If pupil's attendance falls below 85% following interview or there is no response to request for interview then referral by HOY to Education Welfare Service via EWS/R1. Parent/guardian informed by letter from Mr.McColgan.

ABSENCE NOTES

Absence notes are to be collected and retained by Form Teachers for the school year. Form Teachers are then to record the reasons for absence on the monthly report using the appropriate code.

If there has been no note or call from a parent/guardian explaining absence on the 2nd day following the pupil's return to school then the Form Teacher is to call the parent/guardian. The name of pupil, date and reason for absence are to be recorded on the logging sheets in the Form Class folder. If contact is not made, calls must be recorded on the logging sheet until the reason for absence is obtained.