

## Tullygally Nursery Unit



## Pastoral Care Policy

June 2019

## **Rationale**

The pastoral dimension of the school involves all pupils and all adults associated with the life of the school and should contribute to the creation of a supportive and enriching atmosphere in the school. It should have at all times the best for the children, the staff and the wider school community as its principle concern.

We define Pastoral Care as the created ethos through which our pupils develop and learn to their optimum potential. We provide the opportunity for every pupil to develop into a responsible, self-aware, confident and capable young person equipped to cope with the challenges of the 21<sup>st</sup> Century.

Our school accepts that Pastoral Care must form the basis of, and permeate, all aspects of the curriculum.

## **The school Vision**

Our vision is of a secure, inclusive, caring environment where the staff has a genuine interest and concern for the children and where the pupils' efforts and achievements are recognised. The establishment of good relationships is viewed as the key to the school's success.

## **Aims**

- We aim to provide a broad and balanced curriculum in a caring environment so that all children will make progress to the best of their ability and be well prepared for transfer to post primary education.
- We aim to ensure that learning supports the development of the pupils' cross-curricular skills and their thinking skills and personal capabilities so that they have self-confidence and respect for themselves and others and can therefore manage their own emotions, regulate their learning and interact effectively with others.

## **Mission statement**

At Tullygally Nursery Unit we have high expectations of all children. We will:

- Provide a broad and balanced curriculum
- Use an appropriate range of learning and teaching strategies which are active and practical in their nature, motivate the pupils and engage them purposefully in their work both collaboratively and independently.
- Use appropriate monitoring and tracking for individual pupils for learning.
- Make every effort to establish excellent teacher/pupil relationships.
- Encourage, recognise and reward positive behaviour.
- Encourage parents to become involved in promoting their child's learning-their views will be sought and acted upon, and they will receive clear information about policies, the curriculum programme and the operation of the school.

- Provide opportunities for all teachers to engage in Continued Professional Development.
- Engage with all the relevant agencies when appropriate.
- Maintain and develop links with the wider local community.

## **Pastoral Care Structure**

### i) Principal

The Principal, Mrs Andrews is ultimately responsible for the Pastoral Care in the school.

### ii) SMT

The Senior Management Team assists the Principal in the overall management of Pastoral Care within the school and ensures that the Pastoral Care Policy and procedures are implemented.

### iii) Designated Teachers

Teachers will report any Pastoral Care concern to:

Designated Teacher: Mrs Devlin

Deputy Designated Teachers: Mrs Andrews and Mr Guy

Posters are displayed around the school stating that if children are unhappy they can talk to Mrs Devlin, Mrs Andrews, Mr Guy or Miss Redpath in the nursery.

A Pastoral Care Notice Board displays this information in the nursery hallway, outside the office, in the dinner hall and in the cloakroom area in the main school.

### iv) Pastoral Care Team

The following are members of the School's Pastoral Care Team.

Mrs Andrews Principal

Mr Guy Vice Principal

Mrs Devlin Designated Teacher

Miss Redpath Designated teacher for nursery

Mrs Siron Board of Governor

The Pastoral Care Team are responsible for formulating and evaluating the Pastoral Care Policy and Procedures in conjunction with SMT and the school staff.

### v) Teachers

Every teacher is a 'Pastoral Care' teacher. Class teachers have a responsibility for the Pastoral Care of the pupils in their class. All classrooms have a 'Pastoral Care' ethos reinforced through PDMU programme that if the child should feel unhappy-'speak to the teacher.' It is however important to state that at Tullygally Primary School there is a corporate responsibility for the Pastoral Care and well being of the pupils, which goes beyond the class boundaries.

### vi) Non teaching Staff

Every member of the school staff has Pastoral Care at the heart of what they do. If there are concerns they should be reported initially to the child's Class Teacher.

## **What this means for pupils**

Opportunities will be provided for pupils:

- To set and achieve personal, social and academic goals.
- To gain maximum benefit from their time in school.
- To develop independence of mind and to take responsibility for their own actions.
- To develop self-discipline and self-respect.
- To develop an understanding of themselves as individuals recognising their strengths and limitations, their personal qualities, their attitudes and values.
- To develop respect for the opinions and rights of others and to show tolerance towards them.
- To develop an understanding of the world in which they live.
- To foster relationships where they feel happy and secure.

### **What this means for teachers**

Teachers will:

- Promote a caring and friendly environment where pupils' learning is developed within the context of their individual needs and responsibilities.
- Share a common vision for the school and be involved in realising this vision through for example, the implementation of the School Development Plan.
- Be involved in the development of whole school policies which establish principles for action throughout the school.
- Be provided with opportunities for their own Personal Development.
- Be aware of the children's individual backgrounds, experiences, needs and aspirations.
- Give time and support to those in need.
- Foster relationships where children feel happy, and enthused by the interaction and learning opportunities presented.
- Foster relationships where children feel happy and secure and can come to the class teacher for any reason.
- Promote the ethos of teamwork and partnerships at all levels within the school.
- Be provided with appropriate support when necessary.
- Provide pupils with opportunities both formal and informal to express their 'pupil voice.'

Teachers will endeavour to build effective, empathetic relationships with our pupils in order to provide advice and support whenever necessary. However, we retain awareness of the need for other avenues of support when necessary.

### **What this means for other adults in the school**

Other adults associated with the school will:

- Have an appreciation of the school ethos.
- Be partners with the teachers in providing a caring approach.
- Help the pupils achieve their personal goals.
- Develop a team approach where each member has a particular role to play.

### **What this means for the Board of Governors**

The Board of Governors will:

- Provide a safe learning environment.
- Be fair employers.
- Be aware of all relevant legislation.
- Encourage the Professional Development of all staff through appropriate delegation and responsibility.

- Deal efficiently, and in a fair manner, with all cases of grievances and/or discipline.
- Involve themselves in the life of the school as far as their time permits.

### **Relationships**

Excellent relationships foster and develop in an atmosphere of Respect.

Our school will work towards creating opportunities where mutual respect can grow and develop. We aim to create a caring, empathetic and secure environment where our young people can develop good relationships based on those they experience.

### **THE SCHOOL AS A COMMUNITY**

The school as a community should be seen as an extended family where everyone works for the common good: pupils, parents, staff and governors.

#### **Examples:**

#### **Partnership with Parents**

Parents will be made welcome in the school and encouraged to feel that their role is important and their support appreciated. At Tullygally Primary School we aim to do this in the following ways:

- Open Door Policy whereby parents can come to the school or telephone and make an appointment to speak to the Principal or class teacher at any time
- Two Parent/Teacher Meetings each year
- In the Nursery 1 written report and a transition form.
- Monthly News Sheet
- Website [www.tullygallyps.co.uk](http://www.tullygallyps.co.uk)
- Parents invited in for Christmas Concerts, Dancing Festival, Sport's Day and Prize Day
- Parent' s questionnaires
- Consultation on Policies
- P1 & Nursery Intake meetings
  - Getting Ready to Learn Programme
- Teacher/Parent communication on a daily basis
  - Parent/child library in nursery

#### **Staff Welfare**

Pastoral Care does not solely relate to pupils, it relates to the adults who work in school also. A Staff Welfare Policy is in place and staff will have full access to Health & Welfare Services in the Education Authority and have been provided with the 'Staff Care' leaflet and the Education Authority's Attendance Policy.

- See Staff Welfare and Attendance Policies
  - Also TNC 2011/1 Strategy for teacher health and well being in NI

### **THE SCHOOL IN THE COMMUNITY**

At Tullygally Nursery Unit we believe that the link with the local community is vital. This relationship is a two way process, the school as an integral part of the local community reaches into the community and the community in return is welcomed into school. The following are some of our community links which show how the pastoral dimension permeates all aspects of school life:

- Pupils have opportunities to take part in a wide variety of educational trips to local facilities
- School may be used for community activities to ensure everyone has a vested interest, e.g. -
  - All weather pitch for sporting events

- Breakfast Club
- School is represented on the Local Neighbourhood Renewal Committee
- Links with other nurseries
  - Drumgor Primary School – Shared Education

Strong links with local PSNI Community Affairs team

Provision of activities/courses for children in school and the wider community, through the Extended Schools initiative

Use of Website [www.Tullygallyps.com](http://www.Tullygallyps.com)

Use of local press

Links with other local agencies e.g. Fundraising for Charities

Competitions e.g. Rushmere, Credit Union,

The visit of Emergency Services etc.

Links with statutory agencies involved in the health and welfare of children e.g. Doctors, School Nurses, Dentists, Health Visitors, Social Services, occupational Therapists, Speech Therapists, EWO, Educational Psychologists, Behaviour Support Team, Visual Support Team and other agencies when needed.

### **ACTIVITIES**

- All pupils participate in 'Circle Time' regularly

### **ETHOS OF THE SCHOOL**

Ethos is an intangible concept with a tangible effect. It is our intention to establish an ethos which may be detected in the feelings of security at every level within our school.

This may be achieved through:

- > creating a sense of belonging amongst all strands of our school community
- > developing an atmosphere of mutual respect and caring
- > creating an explicit Pastoral Care Programme which allows for a fair and equitable exchange of views/ideas/attitudes, etc. in an atmosphere of trust
- > implementation of a Discipline and Behaviour Management Policy which creates a full sense of justice and fair play amongst our school community
- > providing opportunities for every person to succeed and to be affirmed in their self-worth
- > promoting positive relationships at every level
- > working with parents for the mutual benefit of all
- > establishing and maintaining links with the wider community
- > affirming and actively promoting staff to develop positive attitudes towards themselves and to the pupils in our care
- > creating a sense of self-worth at every level.

The pastoral dimension is central to the ethos of the school; the atmosphere which the school creates is ordered yet sympathetic.

### **CARING ATTITUDE**

The pastoral dimension necessitates a caring approach to all activities.

a A positive and fair approach to discipline and behaviour management based around rules, rewards and consequences.

b Appropriate strategies will be adopted where there are particular social, emotional and behavioural needs.

c Parents will be encouraged to support the school in the common aim of ensuring the development of the whole pupil.

### **Newcomers**

Class teachers will attempt to resolve the worries of new pupils and to relieve their anxieties. The Designated teachers – Mrs Devlin, the Principal, Mrs Andrews or Vice Principal, Mr Guy and Miss Redpath in the Nursery will be grateful for information about any difficult home circumstances which may be causing distress or anxiety.

### **Medical Information**

We are a nut free school. A Medical Register is kept for every class. It is the responsibility of parents to inform the school regarding any medical condition concerning their child.

In the case of Asthma, all parents are responsible for informing the school in writing regarding the prescribed treatment and of ensuring that their child has the correct medication available when needed. An Asthma Register will be updated each year.

Children using relievers should leave one clearly marked with their name in school and a log sheet marked when inhaler used.

- See Medication Policy

### **Sickness / Injury**

If a child is sick at home, we ask parents to be sensible about keeping their child away from school until they are well again. Sending pupils into school who are unwell risks spreading illnesses to other pupils and staff.

If your child should contract any of the following we ask that you inform the school immediately:

- Chickenpox
- Measles
- Scarlet Fever
- Whooping Cough
- Mumps
- Slapped Cheek
- Hand, foot and mouth

When a child is sick or injured the school will inform the parents. If this is not possible to contact parents in the case of injury then the child will be taken to the local Health Centre or to hospital.

In all cases it is the School Policy to act in the best interests of the child. We follow advice given by the Public Health Agency.

### **First Aid**

The school has one qualified First Aider who will treat your child in the event of an accident.

This is:

- Mrs Devlin

If your child receives First Aid in school the parent/guardian will be informed. We have a policy of contacting parents when there has been any head injury.

All serious accidents will be logged in the Accident Book.

- See First Aid Policy

## **Entering and Leaving School**

There are three entrances to Tullygally Primary School. Parents dropping off and collecting children should use the Pedestrian Entrances at the front, side or back of the school.

To ensure the safety of children and appropriate access the school,

- Parents should use extreme care when entering and leaving the car park.
- Adhere to the 5mph speed limit in the car park.
- Parents **MUST** accompany their children to and from the school playground when using the car park.
- **TO ENSURE THEIR SAFETY PUPILS ARE NOT ALLOWED TO WALK TO AND FROM THE CARPARK UNSUPERVISED.**

## **Morning**

Parents are reminded that, as far as possible, pupils should not be on school premises before **8.55am**.

Teachers' supervisory duty begins at 8.55am when the nursery door is opened and the child enters the nursery classroom.

We encourage punctuality but discourage standing outside in the cold/wet too long before the bell.

**ALL pupils should be collected promptly at the designated time in order to avoid children becoming worried or distressed.**

Any parents wishing to remove a child from school during school hours, eg. For a doctor's appointment, must inform the teacher in the morning.

- No pupil will be allowed to leave the school grounds alone during the school day; they must be collected from the nursery by an adult.
- This policy is in the interest of Child Protection.

## **School Security**

A Door Entry system operates on the main school door and the Nursery door. Parents/Visitors arriving must press the buzzer and wait for attention.

All visitors and parents **MUST** report to Reception on arrival at school. Parents and Visitors must sign the Visitors Book on arrival and sign out when leaving.

## **Pupil Absence**

If a pupil is absent from school, please inform the school by telephone on the morning of the first absence.

On return to school a signed note stating the reason for the absence must be sent with the pupil and given to the class teacher.

While nursery is not compulsory, we do monitor absences.

- See Attendance Policy

## **Smoking**

Education Authority operates a strict No Smoking policy.

Our School Policy clearly states that smoking is not permitted anywhere in the school grounds. Parents and visitors are expected to show their full co-operation in adhering to this.

- See No Smoking Policy

### **Fire Drill**

Fire drill is practised termly.

A notice of Emergency Evacuation procedures are displayed in each classroom and corridor areas. Each teacher is aware of his/her particular duties.

Fire extinguishers and fire alarms are serviced regularly.

### **Health Promoting School**

Tullygally Primary School and Nursery Unit is a Health Promoting School and this is another major part of Pastoral Care in the school.

In order to do this:

- The School has a Policy of Healthy Breaks
- The school operates a Breakfast Club where pupils are given a Healthy Breakfast
- The Canteen, following the Nutritional Standards, offers pupils a varied and balanced diet with water, milk, salad and fruit daily. It is essential that we are informed of any food allergies/intolerances in order to cater for the dietary needs of your child.
- All pupils take part in regular physical exercise
- Dentist visits Nursery

### **STAFF DEVELOPMENT**

Pastoral Care is always on the School Development Plan and Staff Development and training on Pastoral Care issues is provided as and when necessary.

### **LINKS WITH OTHER POLICIES**

This Policy cannot exist in isolation. In addition to this Pastoral Care Policy, detailed policies exist for:

- Pastoral Care (Main School)
- Child Protection
- Anti-Bullying
- Drugs Education
- Relationships & Sexuality Education
- Internet Safety Policy
- PDMU
- Intimate Care
- Discipline
- Medication
- Staff Welfare
- First Aid
- No Smoking
- Mobile Phones
- Health & Safety
- Attendance