

St. Joseph's Grammar School

Scoil Ghramadaí Naomh Iósaef



Pastoral Care Policy

2023-2024

Pastoral Vice-Principal

Mrs A. Mc Gleenan

Policy Author	Mrs A McGleenan
Frequency of Review	Every 2 years
Date of Last Review	April, 2023
Date Approved by Governors	
Proposed by	
Seconded by	
Date of Next Review	April 2025

Mission Statement

St Joseph's Grammar School/ Scoil Iósaef is a progressive community inspired and guided by the example of Jesus Christ. At the heart of our mission is a commitment to creating an environment where everyone feels safe, valued and cherished for who they are. We dedicate ourselves to inculcating a love of lifelong learning which is underpinned by Catholic values, high expectations and aspiration. We are committed to instilling within our students integrity, compassion and social responsibility, empowering them to act in the service of others.

Our Core Values

The core values of St Joseph's Grammar School/Scoil Iósaef are grounded in the mission of our founding order of Sisters, the Daughters of the Cross. These core values are the cornerstone of everything we do and they should be reflected in all aspects of daily life. We believe that, being shaped by these core values, our students leave school ready to live out the mission of the Sisters, to be a light of faith to others and to witness the truth of Christ through service and practical outreach.

Faith

Faith reminds us that each person in our community is on their own faith journey and at their own individual stage. We seek to ensure that everyone is provided with opportunities to explore their faith and the faith of others in a culture of respect and acceptance.

Service

Service reminds us of the Gospel command to love God and to love one's neighbour as oneself. We aim to honour Jesus by loving and serving Him, helping the weakest and most vulnerable members of our society.

Community

Community reminds us that we are a family of God. Our Catholic school is inclusive and welcoming of everyone without distinction of any kind.

Kindness

Kindness reminds us that the mantra of the Sisters, "Be kind, be kind, be kind", should guide all we think, all we say and all we do. We must work together to ensure that all members of our community are treated with dignity, equality, and respect.

Aspiration

Aspiration reminds us that we have high expectations of everyone in our community and encourage our students to aspire to be the best they can be. We nurture the holistic growth of all and celebrate achievement in its many facets.

Hope

God is our constant source of hope. Everyone faces challenging and difficult times but we must

remember that there is always an ear to listen and a hand to help no matter how difficult a situation may seem.

Integrity

Integrity reminds us that we must always be truthful and take responsibility for our actions and their consequences. We are called to be honest, consistent and uncompromising when it comes to doing the right thing.

Policy Statement

Pastoral Care permeates all aspects of school life in St. Joseph's Grammar and is the integration of the academic, social, physical, emotional and spiritual education of students. Pastoral Care is the ethos created so that an atmosphere of care exists in the school community.

In St. Joseph's Grammar through its pastoral care arrangements and provision the school demonstrates its continuing concern for the academic, spiritual, moral, personal and social development of the students. By doing so we hope to assist each student to apply themselves fully and confidently to the learning process and hence acquire the knowledge, understanding, values, attitudes and skills necessary for a successful and satisfying school experience and future personal and professional life. We provide the opportunity for every student to develop into responsible, self-aware, confident and capable young people equipped to cope with the challenges of the 21st century.

In particular, our aim is to help:-

- Promote the holistic development of students in a happy, secure, supportive and stimulating environment.
- To develop in students a strong sense of their own dignity, identity, self-esteem and a mutual respect for others.
- To facilitate the exploration and comprehension of personal and health related issues pertinent to the student's i.e. mental and physical health.
- To prepare students to become Christian citizens in the community.
- To develop their talents to the fullest extent.
- To empower students to become effective lifelong learners.
- To promote positive relationships at every level within the school and with stakeholder groups involved in the school.
- Develop good relations with parents / guardians for the mutual benefit of all.
- Establish and maintain active links with the wider community.

The pastoral care of students is an integral part of the education programme of the school and the pastoral dimension permeates all school activities and is complementary to the academic work of the school. The delivery of Pastoral Care is co-ordinated by a Pastoral Team, led by the Vice-Principal Mrs McGleenan through a general and specialized focus.

General Focus: This demands a caring commitment by all teachers to guide and advise pupils on both a formal and informal basis on personal, educational and vocational matters.

Specialized Focus: This helps ensure that the teachers within the school especially the Form Teacher has a thorough knowledge and understanding of the many individual needs, aspirations, interests and academic progress of each student. It is hoped this serves to integrate the worth of teachers, parents and others in supporting the holistic development of each student. Every student in St. Joseph's Grammar has daily contact with their form teacher who has responsibility for the student's in their form group.

A Year Head supported by the **Head of School K.S.3 Dr McCoy & K.S.4 Mr N Kelly, Pastoral Vice-Principal and Senior Leadership Team**, oversees the general welfare of all students in the Year Group and supports the Form Teacher at all times.

The help and support of a number of services is also made available to students including, an Educational Welfare Officer, Medical Services, Social Services, Careers Personnel, Reach Mentoring, Learning Mentor and School Counsellor - which continue to meet the varied and often complex needs of students.

In year 8 students follow an extensive induction programme which begins with an induction evening in June followed by a familiarisation day and a two day induction programme in September. This is designed to ensure a smooth transition from Primary School, establish the ethos of the school, forge positive relationships and develop responsibility for their learning.

Key Stage 4 – Year 11 & 12

Year 11 follow a one day induction programme in September which helps to prepare the students for the transition from K.S.3 to K.S.4 and provides guidance and help to enable them to achieve their full potential.

GCSE's involve a continuous, two-year programme in all subjects. The assessment process begins in Year 11, involving the completion of Controlled Assessment and Modular Exams in some subjects during the first year of study.

The Form Teachers and Year Head(s) have the opportunity to meet with parents/carers of Year 11 students at the beginning of KS4, during the Year 11 Parent Information Evening. This session provides parents with key information to help them assist their child in navigating the challenges of GCSE study. Parent/carers will be provided with exam and assessment details for each subject, as well as study skills advice.

Key Stage 5 – Year 13 & 14

Induction is carried out at the beginning of each year in K.S.5 to ensure that students are fully aware of their roles and responsibilities and the school expectations of them. This also ensures a smooth transition for students who come from other schools.

The induction day is followed with a Parents and Pupil Information Evening to inform parents and students of the curriculum requirements for Post 16, Examination details, Careers Guidance and Support Systems which are in place.

All other year groups follow a one day induction programme at the beginning of September to celebrate achievements, review the work of the previous year and set targets for the coming year. Learning skills, E-Safety workshops and a range of seminars and activities are organised for students.

School Counselling Service: In St. Joseph's Grammar School, we endeavour to support and empower our students at challenging times in their lives when they need help and guidance. A Counselling Service is provided weekly by the Familyworks School Counselling Service funded by the Department of Education. The service is non-judgemental, confidential and free. Students are seen by appointment, by self-referral or referral from a member of staff to the Vice-Principal – Mrs McGleenan.

Reach Mentoring Service: This service is provided weekly by a Reach mentor who works with small groups or individuals in relation to a variety of issues such as friendship issues, self-worth, self-esteem, attendance, behavioural issues, anxiety or difficult life circumstances.

Personal Development Programme

Personal Development is a process that involves the world of the young person. The pastoral care of our students means responding to their needs at a period of their young lives when they are growing physically and acquiring a wide range of knowledge and skills.

Personal Development is about the holistic development of our students. Personal Development encourages pupils to become emotionally, socially and physically effective, and to lead healthy, safe and fulfilled lives. It also encourages them to become confident, independent individuals, making informed and responsible choices and decisions throughout their lives. The Personal Development Programme is delivered in a fortnightly timetabled series of lessons which have been planned in a progressive manner and compliments the assemblies and external presentations co-ordinated by each Year Head as part of their pastoral programme.

Key Stage 3

At Key Stage 3, pupils have opportunities to explore a range of topics and develop Curriculum Skills and Capabilities. Pupils cover a range of topics across Years 8, 9 and 10 that are linked to three common themes:

1. Self-Awareness
2. Personal Health
3. Relationships

Teachers delivering the course provide pupils the opportunity to explore relevant, real-life contexts that are based on the statutory requirements. These should help them to develop a range of Whole Curriculum Skills and Capabilities.

Key Stage 4

The Personal Development programme aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives. This programme builds on students' prior learning at Key Stage 3 in Personal Development.

At Key Stage 4, pupils explore a range of topics across six themes, developing whole curriculum skills and capabilities. The six themes are:

1. Personal health and well-being
2. Emotions and reactions to life experiences

3. Relationships and sexuality
4. Personal safety and well-being
5. Responsible parenting
6. Making informed financial decisions

The Key Stage 3 and 4 programmes also address whole School Themes: Health Education, Careers Education, (whose input is organised by the Head of Careers – Mr P. Corrigan), Education for Mutual Understanding, Economic Awareness, and Information Technology (whose input is organised by ICT Co-ordinator -Mrs D. Dolan). The subject by nature will overlap with many subject areas.

Our Personal Development programme also includes topics on personal safety for each year group which aim to develop the skills, values, attitudes, knowledge and understanding to help our students resist or avoid potentially dangerous situations and to reject inappropriate behaviour. Important elements of this personal protection education include age related information on Relationships and Sexuality Education (RSE), Substance Abuse and Anti-Bullying. (Refer to relevant policies).

Monthly thematic assemblies delivered by form tutors during form period compliment and consolidate the Personal Development programme at St. Joseph's. The presentations are based on our 7 school values; Faith, Service, Community, Kindness, Aspiration, Hope and Integrity and the Health and Social Care (HSC) 'Take 5 Steps to Wellbeing'; Connect, Be Active, Take Notice, Keep Learning and Giving. The presentations spark discussion and encourage thought- the presentations run across the school and unite the whole school body.

The Personal Development programme is supported by the expertise of external agencies e.g. Sentinus, Love for Life, Business Enterprise, Aware, ACTION Mental Health, PIPS Programme, Women's Aid, LearnSpark, AB Coaching, Schools for Hope, Cara Friend and a variety of cyber-safety awareness programmes. The school nurse and other visiting speakers can be called upon when required. We ensure that any external agencies used to support our work with students adhere to the values and ethos of our school. (Appendix B)

Monitoring and Evaluation

The Key Stage 3 and Key Stage 4 Personal Development programme is regularly monitored by the PD co-ordinator-Mr A Gallagher, Personal Development teachers and the Pastoral Vice-Principal-Mrs A. McGleenan and will be evaluated via surveys with staff and focus groups with pupils. It will be amended and updated in the light of the perceived needs of the school community.

Related School Policies

- Safeguarding/Child Protection Policy
- Misuse of Drugs/Substances Policy
- Positive Behaviour Policy
- Mobile Phone Policy
- Homework Policy
- Special Educational Needs Policy
- Management of prescribed Medicines policy
- Attendance Policy
- Anti-Bullying Policy

- Relationships and Sexuality Education Policy
- Healthy Eating Policy

Complementary to the more formal implementation of this policy is the essential range of activities and experiences outside the classroom which promote confidence, self-esteem and responsibility. Some of these include;

- Choir membership
- Fund raising for charity
- Year 11 Prefects
- Year 13 and 14 Prefects
- School shows and concerts
- School trips
- Sporting activities
- Work experience
- Community Link Programme
- Celebration of achievement.

Appendix A

Service Level Agreement for Use with External Agencies Working in St. Joseph's Grammar School

I/We have read the school ethos and policies of St. Joseph's Grammar and agree to formally adhere to their ethos and policies:

- in working with young people and
- in the delivery of the programmes outlined below:

I/We am/are, willing to provide *full* details of material content to:

- Senior Management, Teachers, Parents, Governors and other Appropriate Bodies.
- Agree to fully implement any changes deemed necessary by the above representatives.
- I/We accept the right of the school to withdraw the invitation issued to support the school in the education of our Young people.
- I/We formally accept the above terms of reference and in so doing I/We will acknowledge the agreement made.

Signed _____ (External Agency)

Dated _____

Countersigned: _____ (Principal/Board of Governors)

Dated _____

