

Meánscoil na mBráithre Críostaí, Cill Chainnigh

Christian Brothers Secondary School, Kilkenny.

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PASTORAL CARE POLICY Mar 2024

- 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 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.

Please note that the term *parents* is used to describe legal guardians also.

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 Secondary School 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 emphasis on Wellbeing, as stipulated by the Department of Education, 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 and personally
- Have a sense of belonging to our school community.

Identifying Students of Concern

The AP1 leadership team and management meet weekly. This is an important forum where the Year Head, having submitted their weekly Year Head report, can raise any concerns which s/he may have for individual student welfare and wellbeing. Class tutors and/or subject teachers inform the Year Head if they have any concerns about the wellbeing of a student.

A weekly Student Support meeting 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.

A weekly meeting of the Transition Year core team 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 Turas (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 ensures 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 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, 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 care.

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 Principals. They have regular contact with parents 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.

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 and Year Heads on a regular basis.

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.

Teachers

- Wellbeing teachers:

A core Wellbeing Team meets regularly. This team comprises staff from the departments of Turas, 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.

- Religious Education (RE) Teachers
The RE teachers deliver the RE Programme to all students in the school.
Refer to RE Policy.
- 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.
- 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 Principals in accordance with the agreed school protocol.

Special Educational Needs Coordinator (SENCO)

The SENCO is especially well positioned to identify students of concern and has a close relationship with the teachers of these students. Teachers are encouraged to communicate concerns to the SENCO.

Guidance Counsellors

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

Chaplain

The School Chaplain is in a unique position to support the pastoral care system within our school. The chaplain works 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, teachers and parents on all relevant matters relating to the students.

Special Needs Assistants

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

Critical Incident Team

The Critical Incident Team is made up of the Principal, Deputy Principals, Chaplain, Guidance Counsellors and members of staff.

The Student Council – Student Council Liaison Teacher

The Student Council is a representative structure for all 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. It aims always to work for the benefit of the school and its students.

Parents Council

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

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.

Pastoral Care Programmes/Policies

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

Child Protection Guidelines are adhered to at all times.

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 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.

Mentoring Programme

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

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.

Induction Programme for Parents of Incoming First Year students

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

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 First Year students in all aspects of school life during the first term and implement programmes at lunch time for them.

Induction Programme for Parents of Transition Year students

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

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 following policies also contribute to the Pastoral Care Programme:

- Anti-Bullying Policy
- Child Protection Policy
- Code of Behaviour
- Critical Incident Policy
- Health and Safety Policy
- Substance Abuse Policy
- Special Educational Needs Policy
- Supervision Policy
- School Books Grant Scheme Policy

Pastoral Procedures

- Meeting of key pastoral care personnel - Relevant Year Head and Tutors (Chaplain, Guidance Counsellors, SENCO invited if necessary)
- Parental consultation
- Individual Counselling if required

Referrals

Where allegations of a serious nature regarding child protection concerns arise, these are dealt with in accordance with CBS Kilkenny Child Safeguarding procedures and referrals are made to the appropriate agencies, where necessary.

Behaviour / Academic Progress

Reviews of students' performance will take place periodically and the outcome of some reviews may necessitate the introduction of a contract between students, parents and the school, and/or the necessity for students to repeat the academic year.

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 Counsellors will meet with class group/year group regularly to monitor the pastoral care needs of students.
- AP1 Team meet with Principal and Deputy Principals weekly.
- Student Support Team meet weekly.
- Special Education Teacher core group meet weekly.
- Teachers will discuss academic and pastoral development of each student at Parent-Teacher Meetings.
- Principal, Deputy Principals, Year Heads, Chaplain, Guidance Counsellors, Wellbeing team and other members of staff will meet regularly to monitor implementation of the policy.

CHILD PROTECTION

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 (and addendum 2019) and the Child Protection Procedures for Primary and Post-Primary Schools, revised 2023.

WELLBEING

While renewing this policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan, May 2018.

GDPR

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

Approval

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

Signed: _____
Chairperson, Board of Management

Date: _____