



Clonakilty Community College
Colaiste Phobail Chloch na gCoillte

“As a college we wish to empower our pupils to become independent and confident young adults enabling them to reach their full potential”

Pastoral Care Policy

Clonakilty Community College endeavors to provide a caring education in a multid denominational setting of pupils, staff, parent/guardian and management where each individual is valued as a unique human being.

As a staff we are committed to promoting professional courtesy, respect, acknowledgement and encouragement at all levels by committing to positive engagement with each other.

Pastoral Care incorporates the academic, personal, social, physical, cultural, spiritual and moral development of the pupils in our care. School practices and structures support the inclusion of all pupils. Attention is paid to the quality of the student experience in our college by providing a comprehensive system of care.

Each member of the school community has access to relevant pastoral structures and procedures. Each member of the school community is invited to play their part in contributing to the pastoral ethos of this school community. We seek to nurture positive relationships as the core resource in developing a pastoral approach. It promotes effective and caring leadership and partnership in the school community. It influences all aspects of the life of the school: policies, curriculum, roles and structures in order to sustain and enrich the educational experience of each student.

Pastoral Roles: Definitions and Responsibilities

Every member of staff contributes to student support in the school. There are key roles however, which carry significant support dimensions and responsibilities.

Year Head

- Year Heads have both a pastoral and disciplinary role.
- They are the key point of contact for their particular year group and are assisted in their duties by liaising closely with Class Tutors when need arises.
- Year Heads mentor all students in their year group, identify students needing care, and support students in difficulty.
- The Year Head directs students when necessary to other personnel on the staff: Chaplain, Guidance counsellor, SEN co-ordinator etc.
- The Year Head liaises with parent/guardian according to agreed procedure particularly.



- The Year Head will report to staff in relation to issues related to students in the year group.
- The Year Head will attend a regular meeting with the Student Support Team.
- The role of the Year Head in relation to behavioural matters is outlined in the Behaviour for Learning Policy.
- The Year Head encourages students to be prepared, resilient, display responsible behaviour and respect the school and wider community.

Class Tutor

- A Class Tutor, on behalf of the school community undertakes the role of caring for a particular class group with responsibility in the pastoral and academic areas.
- This is primarily done through the designated Tutor Time on the timetable each week.
- They get to know the students as individuals. They have an awareness of and support students with difficulties.
- They foster positive class spirit and boost class morale.
- They act as a friendly guide and motivator to individuals and the general class group.
- They oversee the student journal and monitor notes.
- They encourage class involvement in all activities that promote the ethos of the school and wellbeing for students.
- Class Tutors will meet as a group with their Year Head at least twice a year formally and will liaise informally with the Year Head when necessary at other times.
- The Class Tutor is involved in induction programmes where appropriate.

Student Support Team

This team brings together all the support services of the school to review how the school is responding to the overall needs of the student and, in particular, students facing challenges. The team plays a part in supporting year heads and class teachers, reviewing students with particular difficulties and advising relevant groups within the school community on pastoral issues.

- This team meets once per term for all year groups.
- The team consists of Principal, Deputy Principal, Year Head, SEN Co-ordinator, Chaplain and Guidance Counsellor.
- Issues discussed include school organisational issues, student issues
- This is an opportunity for liaison between the Student Support Team and the senior management and year heads.

Guidance Counsellor

The Guidance Counsellor participates in and co-ordinates the school guidance and counselling service. This participation can be categorised under three integrated areas of activity:



- Personal / Social Guidance and Counselling
- Educational Guidance and Counselling
- Vocational Guidance and Counselling

This service is central to our pastoral care provision and involves a range of activities which include:

- Counselling
- Assessment
- Information gathering, organisation and dissemination
- Educational Development Programmes
- Referral
- Consultation with parent/guardian, teachers and pupils
- Guidance activities to help students make transitions
- Administration
- Evaluation

Chaplain

The Chaplain is involved in the pastoral aspect to school life in a variety of ways:

- Supporting individual students at times of need through teacher or student referrals
- Supporting staff members at times of need
- Systematic meeting and welcoming of all first year students individually
- Promoting Wellbeing where the opportunity arises
- Linking with outside agencies where appropriate and when need arises
- Involvement in the running of student pastoral programmes at times of particular need
- Being part of the Student Support Team

SEN Co-ordinator

Responsibilities:

- To co-ordinate provision for students with special educational needs
- To advise the Principal on a regular basis regarding SEN
- To meet with LS / Resource teachers and SNA when possible to review progress of individual students, discuss best practice and evaluate procedures
- To facilitate the construction of Individual Education Plans which are directed towards meeting students' individual needs
- To co-ordinate the development of school-based strategies for the identification and assessment of pupils with SEN
- To liaise with and advise fellow teachers
- To work closely with the Student Support Team through regular attendance at meetings which review the school's response to the overall needs of students with challenges



- To oversee the records of all students with special educational needs
- To liaise with external agencies: RACE, SENO, NEPS, CAMHS, etc.

Learning Support / Resource Teaching Team

The role of learning support teachers and resource teachers is to meet the needs of pupils with SEN through:

- one-to-one tuition,
- small group work,
- team teaching and
- in-class support.

They construct an individual programme of support. The structured programmes should be in line with students' needs and provide opportunities for success. An explanation of these activities is contained in the SEN policy.

Pastoral Programmes and Events

- The school has a commitment to SPHE and RSE and demonstrates this in its provision on the curriculum.
- A comprehensive enrolment and Induction programme exists for new students including a transition day for SEN students.
- The Seedlings Programme runs occasionally for students dealing with bereavement.
- Study skills and approaches are provided, particularly for state exam groups.
- Days of Reflection / Personal Development are organised for TY students.
- Anti-Bullying Week highlights awareness of the importance of relationships with others, respect for difference.
- The Annual Awards offers positive re-enforcement to the student body and recognition of student achievements.
- Health Promotion Week highlights awareness of healthy body and mind.
- Talks in relation to mental wellbeing are organised regularly for students and parent/guardian.
- Internet safety talks are provided for students and parent/guardian every year.
- 5th Year Mentors are used to enhance the experience of the school community – in particular the new incoming 1st Yrs.

Other information

Policies:

This school has a number of policies which outlines procedures to support students. Please refer to the Code of Behaviour, Anti-Bullying, Critical Incident, Guidance Plan, SPHE Plan, SEN Policy, Chaplain's Plan etc.



Education Welfare Officer:

The school has a link to an EWO who focuses on in the area of attendance.

Child Protection:

All staff must complete the Child Protection Training and declare that they have done so on “Privacy Engine” as a function of Cork ETB.

Professional Development:

This school is committed to providing the necessary resources to underpin this pastoral policy. As such, the Chaplin, SEN Co-ordinator, Guidance Counsellors attend yearly conferences to keep abreast of new developments, build contacts and maintain links with appropriate support agencies.

Guidance Counsellors regularly attend counselling supervision, and also CDP provided by the Cork branch of the IGC.

General in-service / staff development is supported and facilitated by management.

Stakeholder consultation:	Date:
Last ratified by BOM	Oct 2023
Consulted with Parent/Guardian	Oct 2023
Consulted with Students	Oct 2023
Consulted with Staff	Oct 2023
Next date of review	Oct 2025