

# PARENT INFORMATION

## PASTORAL CARE

### 2017 -2018



*Everyone Counts*

“We are committed to maintaining a caring community for everyone involved in the life of Kilmaine. We strive to provide a safe and stimulating learning environment, which offers a broad based education within which children will reach their full potential in a changing society.”

This document is to help you, the parent/guardian, to be more familiar with some of the procedures the school has put in place to ensure that your child feels safe, secure and happy in the school environment.

Please retain it carefully until a new version is sent to you.

## **SCHOOL AIMS**

Kilmaine Primary School promotes personal high achievement and learning for life by working with children to:

- Develop inquiring minds in a secure and caring community.
- Become highly motivated life long learners.
- Be flexible and adaptable in a changing society.
- Have high self-esteem – respecting themselves, others and the environment.
- Be able to work independently and collaboratively.
- Advance their technological skills to support learning.
- Seek to extend themselves and achieve full potential within a broad based curricular and learning environment.

## **FOSTERING POSITIVE BEHAVIOUR**

The staff at Kilmaine believes that every child in their care is entitled to be educated in an environment where they feel safe, secure, happy and confident. Growth in self discipline is an important aspect of every child's development. This encourages each child to participate productively as a member of a group. We encourage positive behaviour by using our set of 'Golden Rules'. These are moral values agreed by everyone and will inform and develop the 'culture' of the classroom. The rules are agreed with the children and discussed regularly both in class and at assembly. We use an assertive discipline approach to encouraging good behaviour. The children are aware of the rewards for following set rules and also the consequences if they choose not to follow these rules.

### **THE GOLDEN RULES:**

- Do be gentle, don't hurt anybody.
- Do be kind and helpful, don't hurt people's feelings.
- Do be honest, don't cover up the truth.
- Do work hard, don't waste time.
- Do look after property, don't waste or damage things.
- Do listen, don't interrupt.

While specific rules are kept to a minimum, it is hoped that all pupils will assist with the maintenance of discipline and with the orderly running of the school. **Enrolment at Kilmaine implies that you accept our Aims and Objectives and the School Rules.**

## **BEHAVIOUR**

Pupils are expected to behave in a courteous, orderly fashion and to be considerate to others both in school and when travelling to and from school. We expect this type of behaviour on the buses to and from school, otherwise this facility may be withdrawn.

## UNIFORM AND APPEARANCE

Pupils are expected to maintain a high standard of personal appearance and to wear school uniform in school and when travelling to and from school.

No cosmetic make-up of any kind is permitted.

N.B. White and/or multi coloured trainers/boots or shoes with high heels are not considered to be in keeping with this aim.

## JEWELLERY

No earrings other than studs may be worn for safety reasons.

N.B. Jewellery should not be worn on P.E. days, swimming days or during any sporting activities.

## PROPERTY

1. Pupils are expected to act in such a way as to avoid damaging school property.
2. Individual pupils and groups of pupils will be liable for the loss.

## TRAFFIC REGULATIONS

1. Pupils must keep within the school grounds during the morning break. At lunch time no pupil may leave the grounds unless written permission has been given.
2. The staff car park is out of bounds except to persons authorised by the Board of Governors.
3. Bicycles should be wheeled in school grounds.
4. We would ask you to adhere to the following voluntary one-way system:
  - Approach the school from the Silverbirch Road end and exit along Lyndale Drive to Fernmore Avenue.
  - Park on the near side of Lyndale Drive (facing Fernmore Avenue).
  - You may also park in the parent/visitors car park.
5. Please observe parking regulations e.g. disabled parking areas, yellow lines etc.
6. We advise you of the dangers to our children if cars are parked up on the kerbs.
7. Supervision is provided on the school campus from 8.45am Monday to Friday. **No pupils should therefore arrive before that time.** For insurance purposes, all children who are not legitimately engaged in supervised school activities should not remain on the premises after the normal school day ends.

## ABSENCE

No pupil is permitted to leave school before the regular time unless with the principal's permission. Parents are requested not to ask for such permission except in very special circumstances.

Parents should contact school if their child is absent and send in a note on the child's return to school.

We discourage requests for taking children on holiday during term time. However, if you wish this for your child the Principal must be advised in writing.

## **EMERGENCY PROCEDURES**

The safety of your child in our care, is of paramount importance. You are therefore requested to update the information contained on the child data capture form at the beginning of each school year. This will provide the school with the information needed to contact you or other nominated adults in the case of illness or accident.

## **EVACUATION PROCEDURES**

In accordance with legal requirements, all children will be involved in practice evacuation procedures on a regular basis throughout the school year.

A copy of the route to be taken by each class and the assembly point for each class will be displayed in a prominent position in the classroom.

## **COMMUNICATION WITH SCHOOL**

If you are concerned with any aspect of your child's schooling, whether educational or social, you are invited to contact the school to make an appointment with their class teacher. This information is relayed to the class teacher who will return your call.

Please inform the school:

- If your child has a medical condition or educational need.
- If there are any Court Orders relating to the safety or wellbeing of a parent or child.
- If there is any change in your child's circumstances for example – change of address, change of name, change or parental responsibility.
- If there is a change to arrangements about who brings your child to and from school.
- If there is a change in parent/ carer contact details.

## **SEN**

In Kilmaine Primary our aim in supporting children with Special Educational Needs is to ensure that we provide effective additional learning support for those who have cognitive, physical, emotional and linguistic barriers to learning.

We work in close partnership with multidisciplinary teams eg EA Behaviour Support Team, Cotton Learning Support, ASCET and psychologists. Children are also supported in class through individually tailored programmes and learning support.

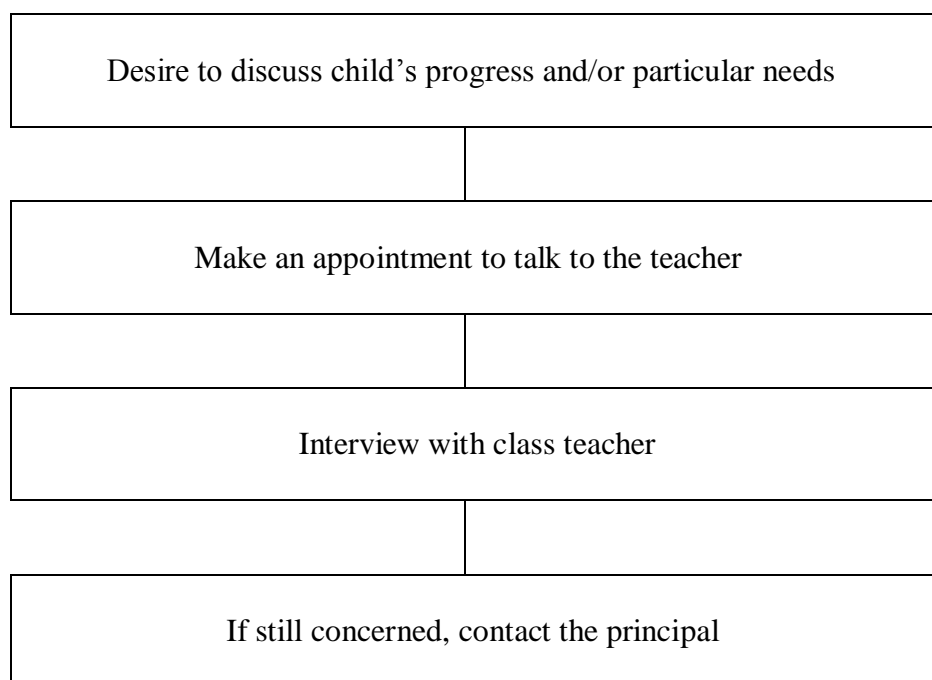
If you have any concerns regarding your child's progress you can contact the school SENCO, Mrs Massey, who is available on Monday and Wednesday mornings.

## **CONTACT FROM HOME TO SCHOOL**

If a teacher has a concern about your child's work or any aspect of their schooling an appointment will be made with you.

Relevant information is passed from teacher to teacher regarding any aspect of a child's condition e.g. medical, educational or personal.

## HOW A PARENT CAN MAKE AN INTERVIEW WITH THE CLASS TEACHER



## BULLYING

Bullying can best be defined as deliberately hurtful behaviour, repeated over a period of time where it is difficult for the victim to defend himself/herself.

Bullying can be:

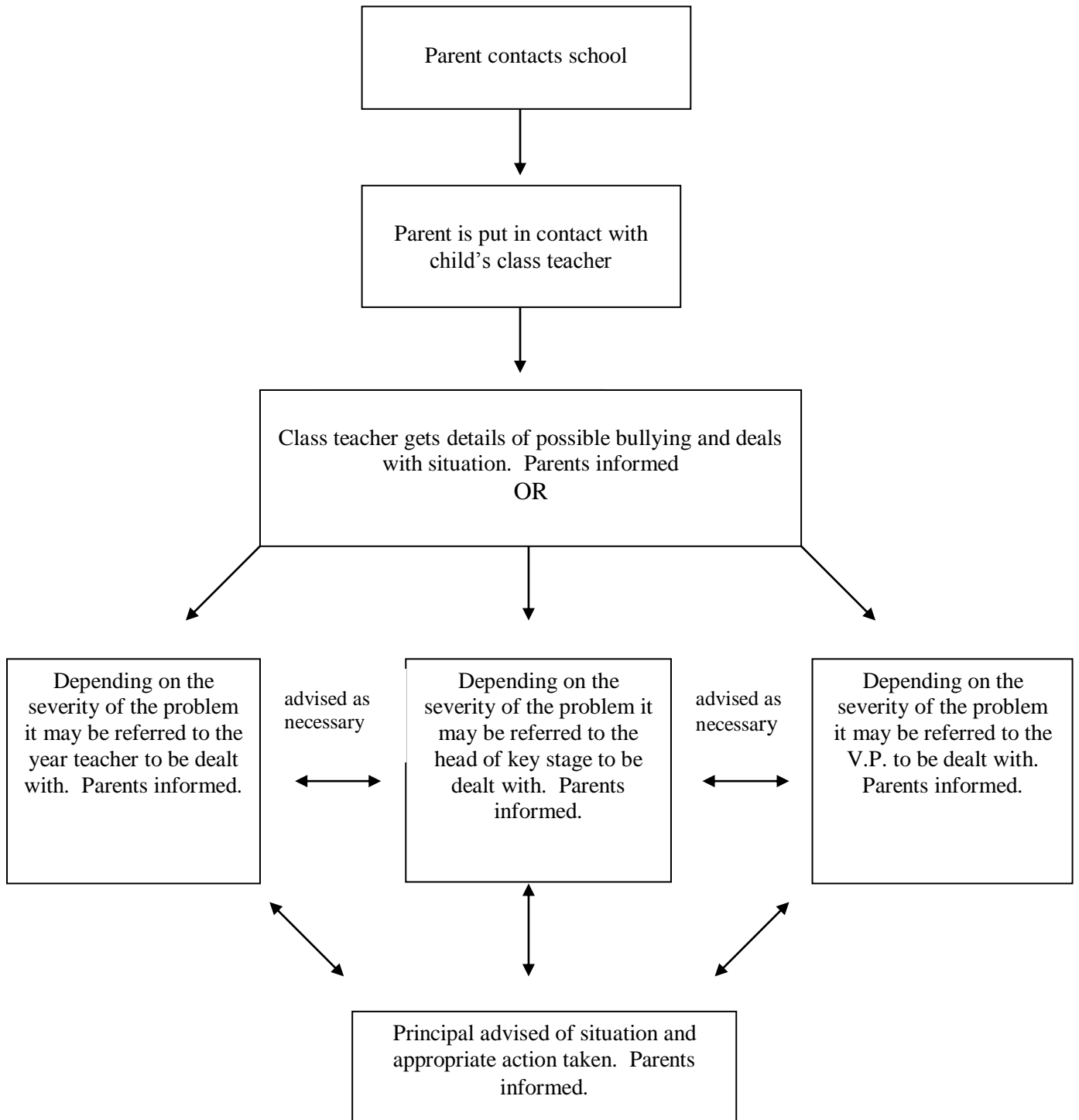
- Emotional being unfriendly, excluding, tormenting (e.g hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber all areas of internet, such as e-mail and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities.

Bullying can be very damaging to the victim, not only in the physical and emotional sense, but it can also have a profound effect on his/her educational performance.

If you believe that your child has been a victim of bullying you should contact the school on 028 91270893 and ask to speak to the child's class teacher. The flow chart, which follows, will help you understand the procedure.

**We do not tolerate bullying at Kilmaine Primary School and take the following measures to prevent it from happening.**

1. We seek to provide a warm and caring environment, within which pupils will feel confident in sharing their problems with members of staff, secure in the knowledge that they will be listened to and any necessary help given to them.
2. In Personal Development and Mutual Understanding (PDMU) lessons the children will be taught to respect others, to identify bullying behaviour and strategies to cope with bullying.
3. Each member of staff at this school will be constantly vigilant to prevent bullying.
4. In the event of an incident of alleged bullying being reported and substantiated after investigation, immediate steps will be taken to:-
  - (a) Prevent any further occurrences.
  - (b) Protect and reassure the victim.
  - (c) Discipline the perpetrator(s) in accordance with our Discipline Policy.
5. Where a child has been bullied the class teacher will try to involve another child or children in befriending the victim and giving him/her support during the school day.
6. Parents of both victim and perpetrator(s) will be contacted when it is established that bullying has taken place. A decision will be taken on each occasion as to whether this will be done by the class teacher or a senior member of staff. This will depend on the severity of the incident(s).
7. Pupils will be advised by their class teacher, in a manner appropriate to their age, at the beginning of each school year, that no one at Kilmaine has to tolerate being bullied and that incidents should be reported immediately to their class teacher.
8. Parents will be issued annually with this advice sheet entitled "Kilmaine Pastoral Care". This includes information and advice to parents on what they should do if they believe their child is being bullied.
9. Staff will be made aware on an annual basis of the procedures to be followed in dealing with incidents of alleged bullying. This will be achieved by the provision of in-service training during professional days.
10. As part of our Pastoral Care Policy, regular meetings of the pastoral care team will take place. At these meetings any incidents would be discussed. The pastoral care team at Kilmaine is Mr W S Campbell (Principal), Mrs R Sinnamon (Vice-Principal and Deputy Designated Teacher) and Miss J Lowry (Designated Teacher for Child Protection).
11. The behaviour of any child who has been found to be involved in bullying will be closely monitored by that child's class teacher with support from the year teacher, Head of Key Stage, Vice Principal and Principal, until the school is satisfied that any form of bullying behaviour has ceased. The support of the child's parents will be sought throughout this time.
12. In the unlikely event that bullying behaviour continues the procedures for child protection would be initiated



“Parents informed” refers to the parents of all children involved both victim and perpetrator(s).

## **CHILD PROTECTION**

The Governors and staff of Kilmaine Primary School have a legal and moral duty

- To ensure that we safeguard and support the welfare of our children.
- To report to social services any concerns they may have about abuse or neglect.

We will seek to achieve this by

- Providing a caring, supportive and safe environment in which all our young people can learn and develop to their full potential. Valuing individuals for their unique talents and abilities
- Valuing individuals for their unique talents and abilities.
- Helping our pupils learn about their risks of possible abuse, helping them to recognise unwelcome behaviour in others and to acquire the confidence and skills they need to keep themselves safe.
- Ensuring all our staff and volunteers have been subject to required background checks.
- Monitoring and appraising staff performance.
- Adopting a code of practice for our behaviour towards pupils. A brief introduction to the code of conduct and its main points are at the end of this section.
- Promoting staff awareness of the action to be taken where child abuse is suspected.
- Training all staff annually on child protection procedures.

The overriding concern of all adults in the school must be the care, welfare and safety of the child, and this is our paramount consideration.



## **CODE OF CONDUCT FOR STAFF**

### Introduction

The Code of Conduct is designed to give clear guidance on the standards of behaviour that all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all children within the school. As a member of the school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

The main issues covered by the code of conduct are in the area of

1. Setting an example
2. Safeguarding pupils
3. Relationships with pupils
4. Pupil development
5. Honesty and integrity
6. Conduct outside of work
7. E-Safety and Internet Use
8. Confidentiality
9. Dress and appearance.

A full copy of the code of conduct is available at the school for inspection.

## **DRUGS EDUCATION POLICY**

Our policy states that the children at Kilmaine will be encouraged to develop a positive attitude towards drug education. They will be taught about staying safe and will be encouraged to know when and how to read situations in which they feel at risk. They will also be taught how to look after themselves and to have a healthy life style.

## **RELATIONSHIP AND SEXUALITY EDUCATION POLICY**

This policy gives guidance on teaching our pupils to respect and to care for themselves and others. It also outlines our approach to teaching reproduction.

## **E-SAFETY POLICY**

The E-Safety policy supports safe and effective use of electronic communications. It includes acceptable use policies for pupils and for parents. This policy can be viewed on the [school website](#) or at the school office.

These policies can be seen on request and Miss J Lowry, Pastoral Care Co-ordinator, will be happy to discuss any issue with you.