

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR PASTORAL CARE AND PUPIL SUPPORT



Tel: 01437 762701

Fax: 01437 771444

Email: admin.portfield@pembrokeshire.gov.uk



REVIEW OF POLICY

This policy will be reviewed in consultation with the staff and Governors on biennial basis or earlier if required.

Headteacher

Date

Chair of Governors

Date

A Policy For Pastoral Care and Pupil Support

At Portfield School we approach the care of our pupils in a positive way, reinforcing the philosophy and ethos of the school, whilst embracing our school mission statement and associated aims.

Mission Statement

At Portfield School we strive to:

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

We believe that all of our pupils are entitled to the very best education.

We will provide safe, caring and stimulating environment for all pupils, challenging them to achieve their full potential through equal access to an appropriate, balanced and differential curriculum.

Our commitment to this vision means that we will:

- ❖ Provide a broad, relevant and challenging curriculum that includes the National Curriculum, along with a Developmental Curriculum.
- ❖ Acknowledge and respect the individuality of our pupils, where everyone is a valued member of the school community.
- ❖ Ensure that all pupils have access to high quality resources, communication systems and expertise. These will be provided within an attractive environment that encourages fun, creativity, respect and enjoyment.
- ❖ Recognise our staff team as the school's prime resource and that valuing, supporting and developing them is central to our pupils' achievements.
- ❖ Work in partnership with parents, carers, governors and other professionals to provide support, guidance and training.
- ❖ Develop and sustain positive links with the community, encouraging inclusion across a wide spectrum, as appropriate.
- ❖ Build upon individual and whole school strengths and celebrate all achievements.
- ❖ Provide access to experiences and activities that promote communication, self-esteem, motivation and independence.

Our pupils are fully supervised and we place great emphasis on their welfare and well-being, whilst encouraging opportunities for independence.

We aim for our pupils to feel happy and secure in whatever activity they are taking part in.

No pupil may remain in the classrooms, dining hall, toilet areas or other areas of the building during playtimes/lunchtimes without adult supervision.

Pupils may not enter the building at break-times without the permission of the staff on duty.

Minor difficulties, worries or upsets involving any pupil which arise within the classroom or in the playground are dealt with by the class teacher or the member of staff on duty. The pupil(s) concerned are always fully involved in any discussion about an incident or concern.

All incidents, accidents and concerns are recorded on behaviour satabase called Behaviour Watch. SLT monitor data on a weekly basis. "Behaviour Support" meetings are set up to discuss individuals. Behaviour Database is analysed on the following basis: weekly (Level 1), fortnightly (Level 2) and monthly (level 3) analysis.

Level 1 – Pupils with behaviours that challenge on a regular basis, ie – 4 or more times per week eg: kicking, biting, hitting, destruction of items. All pupils have risk assessments

Level 2 – Pupils with behaviours that are often challenging, ie: less than 3 times per week or of a significant nature when they do occur.

Level 3 – Pupils with minor and regular non complaint behaviours

A pupil's parents or guardians may be contacted if it is felt necessary to involve them in dealing with a particular situation or concern. This is usually carried out by means of a telephone call, letters and meetings. Contact forms to be completed following such discussions.

Parents are always welcomed and encouraged to contact their child's class teacher, the Deputy Head or Headteacher if they have any concerns or worries. We encourage parents to share concerns about home circumstances or medical matters that may affect their child's work or behaviour in school.

All pupils are encouraged to communicate freely and openly to any member of staff if they have any worries or problems of any kind concerning work or at a personal level. Staff respond to pupils in a sympathetic and concerned way, offering advice, support, guidance and reassurance.

Portfield School places strong emphasis on the individuality of every person and the pupils are encouraged to be positive and supportive in their approach to people who may seem 'different' through a disability or by their physical appearance.

As a school we have established and now maintain close liaisons with the various outside agencies involved in the care of children. We also maintain a very close working relationship with groups and people, such as the School Nurse/Doctor, the Educational Psychologists, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Social Workers and Counselling Services.

Regular health and hygiene checks are made throughout the school year and pupils are medically examined at regular intervals through an appointment system involving parents.