

## **Pastoral Care**

### **De La Salle College, Waterford**

#### **PASTORAL CARE POLICY**

The Pastoral Care Policy encompasses the whole school community. Pastoral Care should permeate all areas of school life. In De La Salle College Waterford, we facilitate the development of all members of our school community. In our school community we foster relationships, based on respect, inspired by the Vision of our founder John Baptist De La Salle.

The mission of De La Salle College is the following: *“De La Salle College, Waterford, is an all-boys Catholic school. It is a learning community where all students are valued and educated in preparation for a meaningful life”*.

The Vision of DLS College is *"to be a school of excellence in helping each individual achieve his potential"*

We engender a sense of belonging to our school community where each individual 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, vision of De La Salle College Waterford. 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 De La Salle College 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. In De La Salle College we believe Pastoral Care permeates all aspects of school life.

De La Salle College is a community of parents, staff and students, committed to academic excellence- which exist to develop happy independent young adults with true self worth who respect others, accept responsibility in a spirit of service and who will be ready to make a worthwhile contribution to society, which enables students to reach their full potential. We do this by helping each student to reach his potential- academic, intellectual, emotional, spiritual, moral, aesthetic and physical through a mutually supportive partnership between parents, staff and students. The Catholic Church's teaching is an integral part of our education.

### **Aims of Pastoral Care System in De La Salle College, Waterford.**

#### **Roles and Responsibilities:**

The Pastoral Care Team has the responsibility to draft this Policy in consultation with the staff, students, parents, management and De La Salle Brothers of the school. The Draft Policy will then be presented to the staff, Student Council, Parents Association and the Board of Management. Modifications may be made following consultation. The Pastoral Care policy will then be taken to the Board of Management for formal ratification.

#### **Implementation of Policy**

##### **Board of Management**

The Board of Management will ensure 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 will work to ensure that our school is primarily a caring community. The management is committed to supporting all those involved in the pastoral care programme in De La Salle College. The management makes time available to meet parents, staff and students in a supportive atmosphere. The 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 learning.

### **Year Heads**

Year Heads play a major role in the care and support of our students. They communicate with parents and guardians on the progress and performance of the students. They also communicate with the Principal, Deputy Principals, Teachers, Guidance Counsellors, Student Support Team, Lay Chaplain and Learning Support Teachers on issues relating to the year group.

### **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.

### **Lay Chaplain**

The Lay Chaplain is in a unique position to assist with the pastoral care of the students within the school. Working with the staff, spiritual and pastoral care is provided to the whole school community. The Lay Chaplain communicates at all times with the Principal, Deputy Principals, Guidance Counsellors, Year Heads and parents on all matters that relate to the students.

### **Class Teachers**

Teachers conduct classes in a structured and ordered environment. The relationships in the class are based on mutual respect and understanding. The classroom teacher deals with situations that arise in class and in more serious cases s/he refers the student to a Year Head, Deputy Principal, Guidance Counsellors or Lay Chaplain.

### **Critical Incident Team**

The Critical Incident Team is made up of the Principal, Deputy Principals, and members from the Student Support Team.

### **Guidance Counsellors**

The Guidance Department provides a wide range of services including Vocational/Educational Guidance, Personal Development/Counselling. The Guidance Counsellors are available to meet students in class groups and for individual consultation with

students and/or parents/guardians on matters relating to career advice and possible personal difficulties.

### **Student Support Team**

The Student support Team is a student-focused mechanism put in place by the school in order to:

- Co-ordinate the support available for students in the school.
- Facilitate links to the community and other non-school support services.
- Enable students with support needs to continue to access a full education.
- Assist staff to manage those students effectively.
- Ensure new staff members are briefed about policies and procedures relating to student well-being and support.
- Advise school management on the development and review of elective student support policies and structures.

### **Parents Association**

As a partner in De La Salle College the Parents' Association contributes to all policy making. Through their involvement in the Parents' Association parents show their commitment to student welfare and development. The Parents' Association are consulted on and contribute to all policy documents in the school in accordance DES guidelines.

### **Religious Education (RE) Teachers**

The RE teachers deliver the RE Programme to all students in the school. The purpose of this programme is to give a human and Christian education to the young inspired by the vision of St. John Baptist De La Salle. The RE team strive to prepare young people to take a mature and productive place in society in keeping with the founding intentions of St. John Baptist De La Salle.

### **Mass in school**

Masses for the beginning of the school year are celebrated annually in the College Chapel.

### **Retreats**

3rd, TY, and 5th years have the opportunity to avail of retreats. This gives them the chance to take time out and reflect on their lives. Students from all faith traditions can discuss various

issues in an open and respectful manner. It is also a time for team-building amongst the class members.

### **Advent preparation**

Advent preparation is provided for students in early December by the school. The Lay Chaplain, a Religious Education teacher and priests from the local parishes assist in these services. A Carol service for each year group takes place in the College Chapel. These Carol Services involve the Junior and Senior Choirs.

### **Lenten preparation**

During the season of Lent students are invited to prepare and reflect for Easter through prayer and meditation. The Sacrament of Reconciliation is offered at this time.

### **Lasallian Reflection**

Our school week begins and closes with a Lasallian Reflection read by a member of the school community which includes De La Salle Brothers, Teachers, Ancillary Staff and Students.

### **Guest Speakers and Workshops**

Invited guest speakers from various organisations meet with students to give presentations on moral and social issues. The students engage with these issues and are provided with an opportunity to learn, discuss and express their views. These organisations include Trócaire, Aware, Focus Ireland, Samaritans, CURA and The Holocaust Education Trust.

### **The Student Council**

The Student Council is a representative structure for all the students in the school. It provides students with the opportunity to become involved in the affairs of the school under the guidance of the schools two liaison teachers. The council works in partnership with the managers, school management, staff and parents. It enables the students to look at issues of interest and concern to all students in the school in a democratic manner. It strives to work for the benefit of the school and all of its students.

## **Special Educational Needs**

The Special Educational Needs (SEN) department teachers support students academically as well as socially and personally to facilitate their holistic education. The work is carried out in conjunction with the mainstream teachers and in collaboration with home and external agencies. All incoming students are asked to submit as part of their application forms to provide any relevant supporting documentation regarding their SEN needs: two previous school reports, standardised test results from primary school, Individual Educational Plans (IEPs), Psychological reports, Irish Exemption Certificates, Assistive Technology equipment & software, Medical Reports from the Central Remedial Clinic (CRC) or any relevant information regarding the students learning support/resource needs & disability access issues which will enable us to provide a programme to provide support to individuals. See SEN Policy for further details.

## **Special Needs Assistants**

Special Needs Assistants (SNAs) provide care and assistance to the students allocated to their care.

## **Students**

Relationships in the school will be based on respect and courtesy. Students should at all times be supportive to all in the school community. Students should respect school property and the environment and take responsibility for keeping it in good order.

## **Pastoral Care Programmes**

The following policies/programmes will contribute to the Pastoral Care Programme in a positive and caring manner.

## **Year Heads**

The relevant Year Head will provide advice and assistance to new students who join De La Salle College during the academic year. The Year Head will monitor the performance and integration of the relevant students in De La Salle College over the initial 4-6 weeks period, by consulting with the student's teachers. During this period the Year Head will meet with the relevant students and enquire how they are settling in at De La Salle College and offer support as required.

### **Class Tutor**

The Class Tutor system is currently under review.

### **Anti-Bullying Policy**

The Anti-Bullying Policy raises the awareness of bullying and to have procedures in place to deal with incidents of bullying. Refer to policy.

### **Homework Policy**

The Homework Policy strives to promote in the student body the value of homework and study in the learning process and to promote interdependent learning and creativity.

### **The Homework Club**

The Homework Club convenes three days a week after school for an a hour a day where students are helped in a smaller setting and are encouraged by the teachers and they are provided the environment, the skills and the encouragement to complete their homework.

### **Junior Certificate Schools Programme**

Students are informed about the JCSP programme that is available to them to complete their Junior Certificate studies in a small class setting. It provides students with huge support and encouragement to complete their Junior Certificate examinations studies and coursework. Information is provided to students and parents on the first year induction night.

### **Transition Year Programme and Leaving Certificate Applied Programme**

The Programme Coordinator invites the parents of prospective Transition Year Programme and Leaving Certificate Applied Programme students to an information evening in January/February of the preceding academic year.

### **Awards Ceremony**

An Awards Ceremony is organised by the members of the Awards Committee and is held annually in the month of May. Awards are given for achievement in each subject area, performance, improvement and effort, sports awards, year head and school awards made throughout the year. The range of awards that will be presented reflects all aspects of school life and represents our mission of offering to students a holistic Lasallian education in a caring environment. The awards acknowledge the tremendous achievements of the boys

across the whole spectrum in education in the school. They recognise that this pursuit of excellence is not confined to academic achievement but encompasses the whole range of activities that makes for a rounded and balanced education. There is no doubt that we value the academic achievements of our students but the awards take into consideration many other important facets of student life. We value the students who are hard working, who abide by the rules, who are obliging, who represent the school, who participate in extra- curricular activities, who have respect for others, who are responsible, who are leaders, who are Lasallian, and who have many talents.

### **Student Support Team**

The Student Support Team is part of the student support system in our school. That system encompasses a range of supports that cater for the learning, social, emotional and behavioural needs of students. The Guidance Plan for the school sets out the components of this system which includes the SPHE curriculum; the behaviour management system; the role of year heads and so on. The Student Support team in our school

- co-ordinates the support available for students in the school
- facilitate links to the community and other non-school support services
- enables students with support needs to continue to access a full education
- assists staff to manage those students effectively
- ensures new staff members are briefed about policies and procedures relating to student wellbeing and support
- advises school management on the development and review of effective student support policies and structures

### **Code of Behaviour**

The Code of Behaviour is in place to facilitate learning and teaching in a positive, safe and secure atmosphere. The Code has been developed in partnership with the staff, students, parents and management. Refer to Code of Behaviour.



## **Critical Incident Policy**

Critical Incident Policy: Refer to policy

## **Guidance Counsellors**

The Guidance department provides a wide range of services including vocational/educational guidance and personal development & counselling. 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.

## **School Guidance Plan:**

School Guidance Plan; Refer to policy

## **Rainbows & Spectrum Programme**

This programme provides support to students who are affected by loss because of bereavement, separation or divorce.

## **Religious Education**

Religious Education: Refer to policy

## **Pastoral Procedures:**

Key pastoral Care personnel meeting, Year group assemblies, individual Counselling, and Chaplain- individual meetings, Student Support Team.

## **Social Personal and Health Education (SPHE)**

The S.P.H.E syllabus deals with many areas of personal and health education, in keeping with the school's ethos. All students from 1st -3rd Year have classes in S.P.H.E. according to D.E.S. Guidelines. SPHE teachers deliver the SPHE Programme (one class period per week) to the students in Junior Cycle. The aims of the SPHE programme are:

- To enable the students to develop skills for self-fulfilment and living in communities
- To promote self-esteem and self-confidence
- To enable the students to develop a framework for responsible decision-making
- To provide opportunities for reflection and discussion
- To promote physical, mental and emotional health and wellbeing.

In the SPHE programme a wide range of issues are addressed in ten modules. The ten modules are:

- Belonging and Integrating
- Self-management: A sense of purpose
- Communication Skills
- Physical Health
- Friendships
- Relationships and Sexuality
- Emotional Health
- Influences and Decisions
- Substances Use
- Personal Safety

### **Extra-Curricular Activities -**

A wide range of activities including sporting, cultural, dramatic and artistic events facilitate the personal development of students, assists the development of interpersonal and intrapersonal skills.

### **Health and Safety Policy**

Refer to policy.

### **Homework Policy**

To promote in the student body the value of homework and study in the learning process and to promote independent learning and creativity.

Refer to policy.

### **Induction Programme for First Year students**

The Principal, Deputy Principals, First Year Year-Head, Class Tutors, Guidance Counsellor(s) and Lay Chaplain facilitate the induction of incoming First Year students. The Year Head and Class Tutors explain the Code of Behaviour of De La Salle College to the students. Timetables are distributed to each class group and the Tutors conduct an orientation session with their individual classes and inform them of all aspects of school life. Further to this induction day we have a Ceanaire system where students are offered the support from students in Transition Year throughout the year.

## **Reporting of Monitoring and Implementation of the Policy**

This Pastoral Care Policy endeavours to ensure that each member of the school community with feel valued and cared for, be developed to his/her full potential- spiritually, morally, intellectually, physically, socially, personally and aesthetically and have a sense of belonging to our school community are being achieved. This policy will be reviewed and amended annually or as the need arises.

### **Pastoral Care Policy Team:**

Margaret Betts, Julieann Cantwell, Dermot Dooley, Caitriona Fitzpatrick, Mary Gaskin, Donna Grant, Geraldine McManus, Sinead Murphy, Evette Normoyle,

This policy was ratified by the Board of Management on 23<sup>rd</sup> November 2015

Signed: \_\_\_\_\_  
**Fergus Dunne**  
**Chairperson BOM**

Signed: \_\_\_\_\_  
**Margaret Betts**  
**Principal**

## **Appendices**

### **Appendix 1**

**Anti Bullying Policy**

### **Appendix 2**

**Code of Behaviour**

### **Appendix 3**

**Critical Incident Policy**

### **Appendix 4**

**Health & Safety Policy**

### **Appendix 5**

**Homework**

### **Appendix 6**

**RE Plan**

### **Appendix 7**

**School Guidance Plan**

### **Appendix 8**

**SEN Department Plan**

### **Appendix 9**

**SPHE**