

PASTORAL POLICY



1. MISSION STATEMENT

Omagh High School is committed to the development of all pupils, whatever their abilities. We aim to encourage in our pupils:

- A curious mind
- A love of learning
- An industrious attitude to their work and study
- A respect for others
- A respect for self
- High personal moral standards based on a Christian understanding of the world
- The acquisitions of skills necessary for future progress and success

Central to this is the employment and development of a committed, flexible, motivated staff whose love for children and of their profession manifests itself in their classroom practice and pastoral care.

2. AIMS and OBJECTIVES

SCHOOL COMMUNITY AIMS

- (a) To encourage good habits such as punctuality, neatness and industry.
- (b) To organise the school so that it provides a safe and orderly environment in which learning can take place.
- (c) To work in ways which will enhance the self-respect of pupils and encourage them to take responsibility for themselves and their actions.
- (d) To promote and encourage acceptance of desirable qualities such as honesty, kindness and respect for others.
- (e) To foster and develop a Christian ethos.
- (f) To foster good pupil teacher relations.
- (g) To foster a good working relationship with parents/guardians.

WIDER SOCIETY AIMS

- (a) To establish a caring relationship between the school and the society it serves.
- (b) To encourage appreciation of and concern for the environment.

3. THE HOUSE SYSTEM

The House System in Omagh High School is the basis for much of what we do in Pastoral Care and in prompting positive behaviour.

There are three houses, each with their own motto and colour.

- Auchinleck Red “service with courage”
- Crevenagh Green “honest endeavour”
- Strule Blue “strength in unity”

The Rationale (Appendix A)

The Pastoral Structure is based on the House System. Pupils in Year 8 are allocated a House and they remain in this House Group throughout their time at school. At least three times per week they attend House time with their House Teacher. There is a Year Assembly once every two weeks taken by the Pastoral Leader and Whole School Assembly is once per week.

The House Teacher is the primary pastoral carer. The Pastoral Leader is responsible for the year group and the Pastoral Vice-Principal has overall responsibility for the whole school.

The pupils wear a coloured badge indicating their House association. From each House the following positions are filled:

- A SCHOOL COUNCIL REP is elected by the pupils in each House class. These pupils, along with the Head Boy and/or Deputy Head Boy and the Head Girl and/or Deputy Head Girl, form the Student Council.
- HOUSE CAPTAINS, Senior (Year 13) and Junior (Year 10), are chosen by application and interview.
- SPORTS CAPTAINS, Senior (Year 13) and Junior (Year 10), are chosen by application and interview.
- CHARITY PREFECTS are chosen by application and interview from the Prefects in each House. They are responsible for charitable fundraising in their House which has a competitive element with other Houses.

The House System in Omagh High School merges seamlessly with our Reward System. We believe the best way to encourage positive behaviour is to reward pupils who exhibit it.

Well behaved pupils are awarded Achievement points for the full range of effort and achievement in all areas of school life. These points are awarded to the pupil's individual total and also simultaneously to their House.

In Omagh High School we feel it is important that pupils understand the concept of consequences and that they apply to unacceptable behaviour. This is important preparation for life after school and is a reflection of the rules of society to which we all must defer. When a pupil has committed a behavioural incident, it will be recorded on Sims. A number of behavioural points are credited to the pupil depending on the type of incident.

4. PREFECTS

Prefects are elected by both Staff and Pupils of Year 14. They form a very important part of our Pastoral structure acting as mentors throughout the school and supporting the many and varied activities and events throughout the school year.

5. THE ROLE OF THE CLASS TEACHER

- Record attendance at beginning of every lesson, including cover classes
- Record any pupil that is late for class - number of minutes/comment
- Record any notes out
- If a pupil does not turn up for class, contact the Pastoral Leader immediately
- Ensure that homeworks are recorded in Homework Diary
- Encourage good behaviour and use of praise
- Take an interest in the pupils' activities inside and outside school
- Support and enhance the House System
- Communicate via the Homework Diary to parents (encourage this link)
- Be aware of the additional needs of the pupils in their care
- Be familiar with pupils who get free school meals
- Be aware of problems that pupils may have and support them
- Help organise the pupils' exam revision timetables and booklets
- Encourage good organizational skills and revision skills
- Be present at Parents' meetings of year groups

6. THE ROLE OF THE HOUSE TEACHER

- Registration
- Analyse weekly reports from Sims and give pupils feedback
- Monthly meeting with Pastoral Leader (Pastoral Sub-Committee)
- Keep a check on the monthly attendance report
- Encourage good behaviour and use of praise
- Take an interest in the pupils' activities inside and outside school
- Support and enhance the House System
- Deal with problems highlighted by class teachers
- Place pupils on House Teacher's Report to monitor progress
- Sign diaries weekly
- Communicate via the Homework Diary to parents (encourage this link)
- Be aware of the special needs of the pupils in their care
- Be familiar with pupils who get free school meals
- Be familiar with how pupils travel to and from home
- To refer pupils who wish to avail of the school counselling service to the Pastoral Vice-Principal.
- Be aware of problems that pupils may have and support them
- Check / monitor / record on Sims all absence notes
- File absence notes
- Record permission to get out of school (medical)
- Help organize the pupils' homework timetables
- Help organize the pupils' exam revision timetable and booklet
- Encourage good organizational skills and revision skills
- Be present at Parents' meetings of year group
- Be responsible for all essential administration tasks at the start of and during the year (Homework diary, reports, lockers)

7. THE ROLE OF THE PASTORAL LEADER

- Chair monthly meetings with House Teachers (Pastoral Sub-Committee)
- Monthly meeting with Principal, Vice-Principal, Pastoral Leaders (Pastoral Committee)
- Weekly (timetabled) meeting with Vice-Principal
- Place pupil on lunch-time detention (for 3 missed homeworks)
- Place pupil on after-school detention
- Support the House System but remain neutral
- Organise events relevant to year group (Induction, formal, trips, charity events)
- Place pupils on Full Report
- Draw up contract for pupil and monitor

- Link with parents
- Attend MAST meetings
- Take Year Assembly
- Identify/monitor under-achievers
- Link with SENCo
- Encourage good behaviour and use of praise
- Take an interest in the pupils' activities inside and outside school
- Support and enhance the House System
- Encourage good organizational skills and revision skills
- Be present at Parents' meetings of year group
- Be aware of the special needs of the pupils in their care
- Be familiar with pupils who get free school meals
- Be familiar with how pupils travel to and from home
- To refer pupils who wish to avail of the school counselling service to the pastoral Vice-Principal
- Be aware of problems that pupils may have and support them/counselling when appropriate
- Analyse weekly reports from Sims - Achievements/Behaviour and give pupils feedback and monitor
- Award Pupil of the Month
- Keep a check on the monthly Attendance report and liaise with Vice Principal
- Liaise with outside agencies
- Deal with behavioural incidents
- Plan, coordinate, review and record intervention strategies for pupils in the year group specific to behaviour, attendance, punctuality and pastoral

8. ROLE OF PASTORAL VICE-PRINCIPAL

- Weekly timetabled meeting with each Pastoral Leader
- Chair monthly meeting with Principal and Pastoral Leaders (Pastoral Committee)
- Link with SENCo
- Link with outside agencies - EWO, Social Services, PSNI, Learning Mentor, Counsellor, Rivendell, outside support groups
- Designated teacher for Child Protection
- Assist in the organization of awards/programme for Prize Day
- Deal with behavioural incidents
- Analyse Sims reports - Achievements/Behaviour
- Liaise with Pastoral Leaders/EWO regarding attendance
- Administer bus passes

- Lunch-time supervision
- Member of Senior Leadership Team
- Attend MAST meetings
- Parent links
- Be present at parents' meetings of all year groups
- Be aware of the special needs of all the pupils
- Be familiar with pupils who get free school meals
- Be familiar with how pupils travel to and from home
- To refer pupils to the School Counsellor
- Be aware of problems that pupils may have and support them (highlighted at weekly meetings with Pastoral Leaders)
- Support to pupils that have been bereaved
- Counselling/guidance/encouragement/support to the pupils in our care
- Planned meetings with EWO
- Support to Class teachers
- Support to Pastoral Leaders
- Support to Ancillary staff
- Liaise with the HOD for LLW (PD)
- Be a support to the Principal
- Organise events/hospitality
- Be a part of the Critical Incident Team
- Support the House System but remain neutral
- Take an interest in the pupils' activities inside and outside school
- Links with Primary Schools and Induction Programme
- Promote the school in the community
- Support various charities
- Coordinate Assembly provision
- Manage compilation of timetables for Classroom Assistants
- Examination Concessions application and record keeping

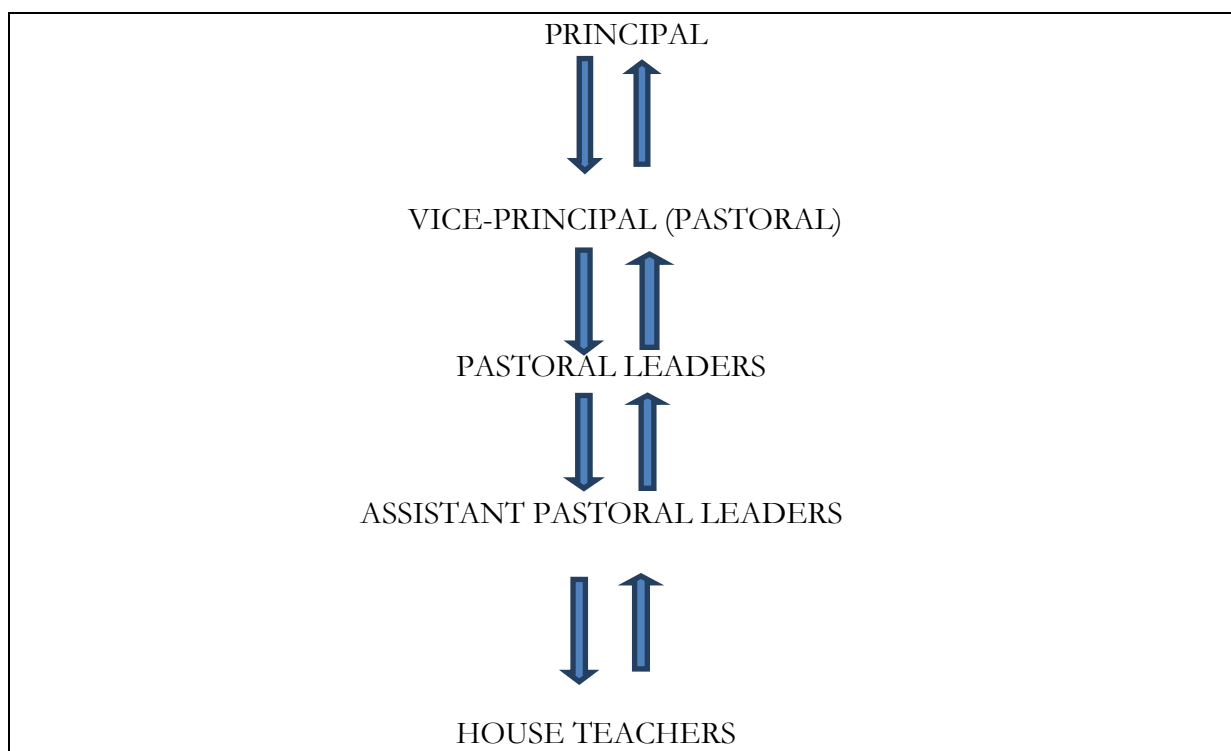
9. THE PASTORAL STRUCTURE

The Pastoral Leaders are in charge of a specific Year Group. They remain with this Year Group while the House Teachers follow their House Class throughout school career, exception to this being Years 8, 13 and 14 House Teachers who keep their unique status. Each Pastoral Leader has specific tasks to carry out with each Year Group at various times throughout the year and their expertise and experience ensure the best possible outcomes for the pupils in their care.

- Year 8 Mrs E Graham
- Year 9 Mrs G Johnston
- Year 10 Mr P Naylor
- Year 11 Mrs L Bradley
- Year 12 Mr D Rennie
- Year 13/14 Mrs S Pauley

10. ASSISTANT PASTORAL LEADERS

An Assistant Pastoral Leader (APL) is in place for each year group. In the pilot scheme (2020/21), the APL is the Auckinleck House Teacher for each year group. In 2021/22 the Strule House Teacher will fulfil the role with the Crevenagh House Teacher assuming responsibility in 2022/23. The APL is responsible to the Pastoral Leader and will undertake weekly duties as agreed with the Pastoral Leader and deputise in the absence of the Pastoral Leader. The APLs will be given additional time on their timetables to conduct pastoral duties.



The Pastoral Care Policy is an 'umbrella' document under which sits a number of individual Pastoral Policies. These include:

- Child Protection Policy
- Special Needs Policy
- Anti-Bullying Policy
- Relationships and Sex Education Policy
- Behaviour Policy
- Mobile Phone Policy
- Use of the Internet Policy
- Administration of Medication in School

Appendix A

Rationale

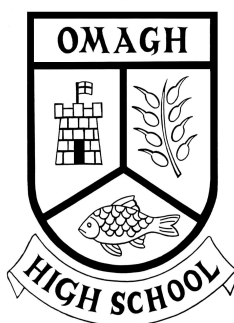
Omagh High School

House System

In September 2012 the House System was introduced to Omagh High School. The system forms a central part of the school's pastoral structure. There are three Houses as follows:

- Auchinleck (colour red)
- Crevenagh (colour green)
- Strule (colour blue).

The background to these names is reflected in the school badge which has three images, a garrison, a sheaf of wheat and a fish.



A **garrison**: Omagh was a garrison town for many years and has a long association with the Armed forces. The forces were stationed at the Lisanelly and St Lucia barracks in the town and over the years many children from the Armed Forces families attended Omagh High School. Auchinleck was the family name of a nearby local landowner for many years. Their home is built very close to the school grounds. The family have a strong military tradition and many members of the family have served with great courage and distinction. The theme for this house is **'service with courage'** and those pupils belonging to this house will be encouraged to emulate the ideals of selfless courage and dedication exemplified by members of the Auchinleck family in their military service.

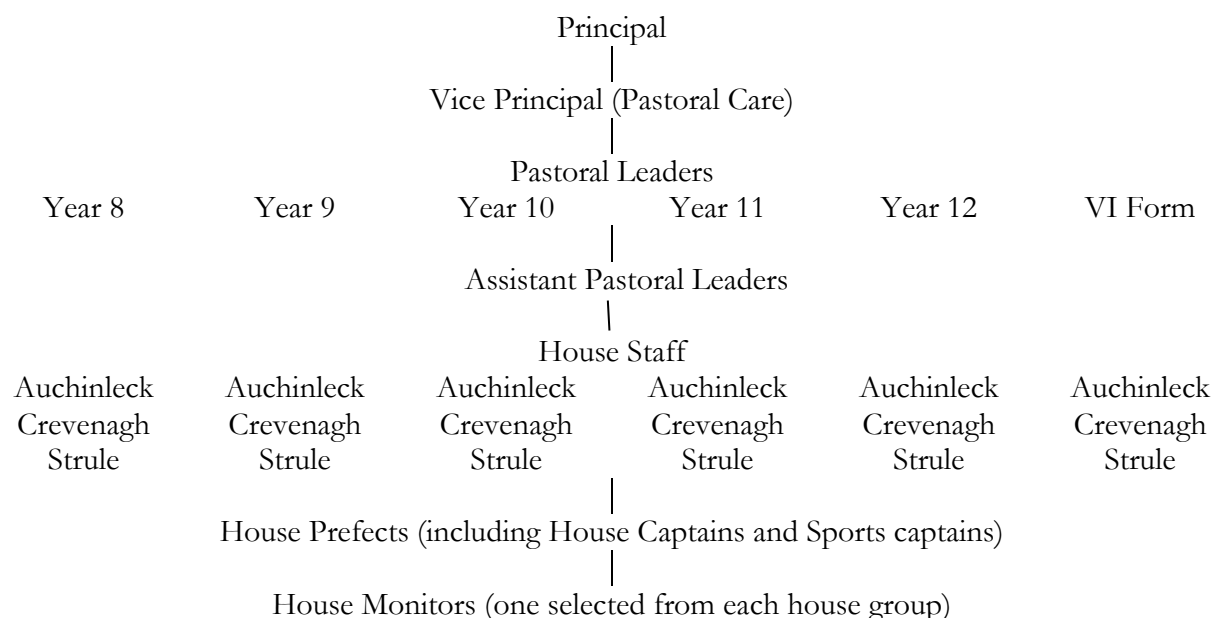
A **sheaf of wheat**: This is reflective of the importance of agriculture to the local economy. Many pupils come from farming backgrounds and there is a deep appreciation for the traditions and endeavour of members of the farming community and an appreciation for the environment amongst these children. We would seek to extend this to all members of this house. The theme

for this house is **'honest endeavour'** reflecting the hard work of our farming community and the importance of their labour for all of us. The school is built on the Crevenagh Road and the school grounds and surrounding land, though now urban, would have been farmland of local landowners. Part of the school grounds contained an orchard for a local landowner. This house will be named Crevenagh.

A **fish**: This alludes to the main rivers of the town of Omagh. A number of rivers flow into and around Omagh. Two of the main rivers are the Camowen and the Drumragh. These two rivers, combine downstream to form the Strule River. The river, like many provincial towns, has been the lifeblood of the town of Omagh since its inception. The strength of the River Strule comes from the combining of the two feeder rivers and the theme of this house is **'strength in unity'** urging its members to foster an appreciation for teamwork and cooperation and to remember how much can be achieved when all work together for the common good. This house will be named Strule after the river.

The House system has been the basis for the Pastoral Groupings from September 2012.

Pupils are divided into the three houses and 'registration time' is also 'house time' with pupils meeting in their houses at least three mornings per week. Staff will also be allocated to the houses with the exception of the Principal, Vice Principals and SENCo. The pastoral structure will be:



Pupils are awarded points for positive achievements (Achievements) and are deducted points for negative behaviour (Behaviours). These points are simultaneously awarded to or deducted from the pupil's house. A running total is kept throughout the year and the house with the most

points will win the House Cup, presented to the school by the Parents' Association. A Senior House Cup is presented to the House with the greatest number of points gained by years 12 – 14. This cup was sponsored by 9th Avenue Pizzeria.

The aim of the Merit Scheme and House System is to promote and reward positive behaviour and positive contributions to school life thereby promoting a loyalty amongst the pupils for their house and encouraging a spirit of collegiality and ultimately pride for the school as a whole. Pupils should learn the importance of hard work and that this most often leads to worthwhile rewards but in addition a recognition of the importance of friendship, loyalty, cooperation and the benefits of a combined effort should be the greatest reward of all and the most fulfilling throughout their lives.

Taken together, the three House themes are to be commended to all pupils:

“Success can be defined as and achieved through honest endeavour, serving others with courage and working together for the common good”.

In summary “service, endeavour, honesty, cooperation”.