

Pastoral Support Team:

Mrs M Foley Principal Teacher of Pastoral Support, Brodie House

Mrs G Denny Principal Teacher of Pastoral Support, Glen House

Miss L Cameron Principal Teacher of Pastoral Support, Moredun House

Mrs L Harris Principal Teacher of Pastoral Support, Thornly House

What do the Pastoral Support do?

- Help pupils settle into their new school.
- Monitor and track attendance and timekeeping.
- Encourage the personal and social development of each pupil.
- Aim to know and be known by every pupil in the House group.
- Build a working relationship with each pupil and their family over the years.
- Liaise with primary schools.
- Write reports for external agencies.
- Monitor behaviour and performance.
- Interview pupils to discuss progress.
- Liaise with parents, staff and partners.
- Attend Team Around the Child and Integrated Assessment meetings.
- Develop and deliver Personal and Social Education materials.
- Ensuring pupils' learning needs are identified and addressed.
- Communicate information to all stakeholders.

What can parents and carers do?

- Encourage your child to: attend school regularly; arrive on time; take a pride in appearance and wear school uniform; work to the best of their ability; make full use of the facilities and opportunities the school offers, do the best for the school, year group and show consideration for others at all times.
- Inform the Pastoral Support Team of any problems (e.g. bereavement, illness, medical appointments) which might affect your child's performance in school or attendance.
- Respond as soon as you can to any correspondence sent by the school.
- Encourage your child in both academic and personal development.
- Encourage your child to bring all necessary equipment to school.
- Discuss school work and activities with your child.
- Contact the school at any time to discuss any issues.

How do I get in touch?

- Telephone the school office or the attendance phone line between 8.30am and 4pm.
- If a member of the Pastoral Support Team is not available to speak to you, please leave a message and staff will try to return your call as soon as possible.
- You can also ask to speak to the Depute Head of House if your message is urgent.
- Write a letter to the appropriate member of staff.
- Email school enquiries on glenifferhighenquiries@renfrewshire.gov.uk

Main Responsibilities of Pastoral Support

- Overall responsibility for the Support, Care and Welfare of all pupils in assigned House.
- Overall responsibility for monitoring the attendance of all pupils in assigned House.
- Interviewing of pupils as appropriate.
- Contacting parents/carers & arranging meetings as appropriate.
- Responsibility for the delivery of PSE and for teaching up to 13 periods per week.
- Regular liaison with DHT for each House group.
- Maintaining PPRs for all pupils in assigned House.
- Child's Wellbeing Planning.
- Oversight of attainment for pupils in assigned House.
- Attendance at Parents' Evening(s) of pupils in assigned House.
- Attendance at Core Group meetings and Case Conferences for LAC/LAAC pupils as required.
- Responsibility for the support of S5/6 students re UCAS applications/references.
- Responsibility for writing external agency reports as appropriate.
- Attendance at IAs and Professional meetings as required.
- Preparing reports for Children's Panel Hearings and attending these Hearings as required.
- Liaising with and attending meetings with various outside agencies as required.
- Attending Pastoral Support Department meetings.
- Responsibility for producing and completing the work for Pastoral Support Improvement Plans on an annual basis.
- Responsibility for evaluating own contribution to Pastoral Support Improvement Plans.

- Responsibility for leading the initiatives and work required to create a nurturing community and positive ethos in the school.
- Responsibility for leading the development and implementation of whole school policies in relation to Inclusion and Equality.
- Responsibility for ensuring regular Quality Assurance returns.