

5 Pastoral Care

5.1 Current Guidance System

Each of the three Houses has assigned to it Guidance Staff whose role is to oversee the general educational progress and the personal and social development of pupils within the House.

In carrying out their duties, Guidance Staff are in regular contact with pupils through subject teaching and delivering Social Education which all pupils take (*see Section 5.3*). Individual interviews with pupils take place throughout the session and liaison with school staff and staff from other agencies is part of the system. In this way they build up knowledge of the pupils in their care and are in the position to give sound advice with regard to choice of subjects, careers and matters relating to the general welfare of their pupils. Throughout the session there is always the opportunity to liaise with parents.

5.2 Register Classes

All pupils are placed in register classes. Each class has a Register Teacher who meets the pupils for ten minutes each morning to check attendance, carry out any other necessary administration and act as a link with the Guidance Staff. Register Teachers form the first line in the school's system of pastoral care. They have a very important part to play in setting standards within the school and in maintaining daily contact with the pupils in their register class.

5.3 Personal and Social Development

In their daily contact with classes, all teachers play a part in the personal and social development of pupils. However, the increasingly complex demands of modern society make it necessary to provide a specially devised programme of social education. The principal aim of the programme is to enable young people to develop skills to help them face life as informed, confident and self-disciplined adults.

To ensure that the range and diversity of topics included in the programme can be addressed adequately, a single period per week is allocated to each year group. Within these periods, units of work have been created to encourage pupils to acquire skills in problem-solving and decision-making through discussion, consideration and evaluation of relevant and topical issues. While a body of factual knowledge is essential in understanding many of the issues, the teacher is not there purely to give information or to represent a particular view, but rather to create a climate in which balanced and open discussion can take place. Much of the subject matter is common to all years; the content, depth and focus of the materials are selected carefully to match the needs and maturity of the age group in question. Topics included are: Personal Relationships and Responsibilities; Self Assessment, Equal Opportunities; Health Matters including Sexual Health; Community and Current Affairs; Study Skills and Careers Education and Finance, which is dealt with more fully in the next section.

Information about the topics covered in Social Education in S1-3 are available on request and will be available on the Curriculum Matrix on the school website. (S1 currently available; S2/3 being developed).

5.4 Careers Education

Skills Development Scotland is the government agency responsible for careers advice, skills and training across Scotland. Information, advice and guidance are provided by one-to-one careers interviews, supplemented by careers talks within the Social Education programme. Careers Advisers support pupils with career decision making, career planning, subject choice and researching further and higher education, training and employment options.

The Careers Base, located in South Street, is supported by an extensive careers library with internet access. Pupils can access an extensive range of occupational information, prospectuses for UK universities and all Scottish colleges. There is a range of employability materials that include advice on CV writing, interview skills etc. Copies of university and college prospectuses are also available within the main school library.

Pupils can arrange individual interviews and Guidance teachers will also arrange appointments for pupils to meet with the Careers Adviser. A drop-in facility is also available to pupils.

Careers Advisers have an input into Social Education classes for S4, S5 and S6 pupils focussing around transition plans for leavers, subject choice for those staying on to S5 and S6 and awareness raising of opportunities within further and higher education or the labour market.

The careers advisers provide advice and support to pupils and parents via:

- S4, S5 and S6 Parents' Evenings,
- UCAS and Curriculum Evenings,
- one-to-one Careers Interviews which parents can attend by arrangement.

Skills Development Scotland works in close partnership with the school in all aspects of Careers Education. Information that support pupils' career plans and transition is shared; for example, university and college open days, application procedures, the Aware work experience programme and enterprise activities.

For further information on SDS services please visit www.skillsdevelopmentscotland.co.uk

5.5 Contact with Parents

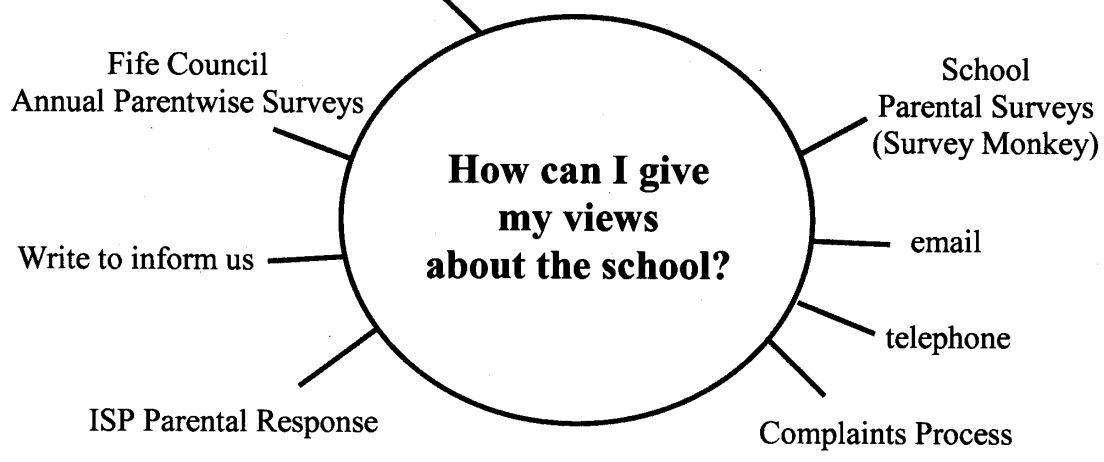
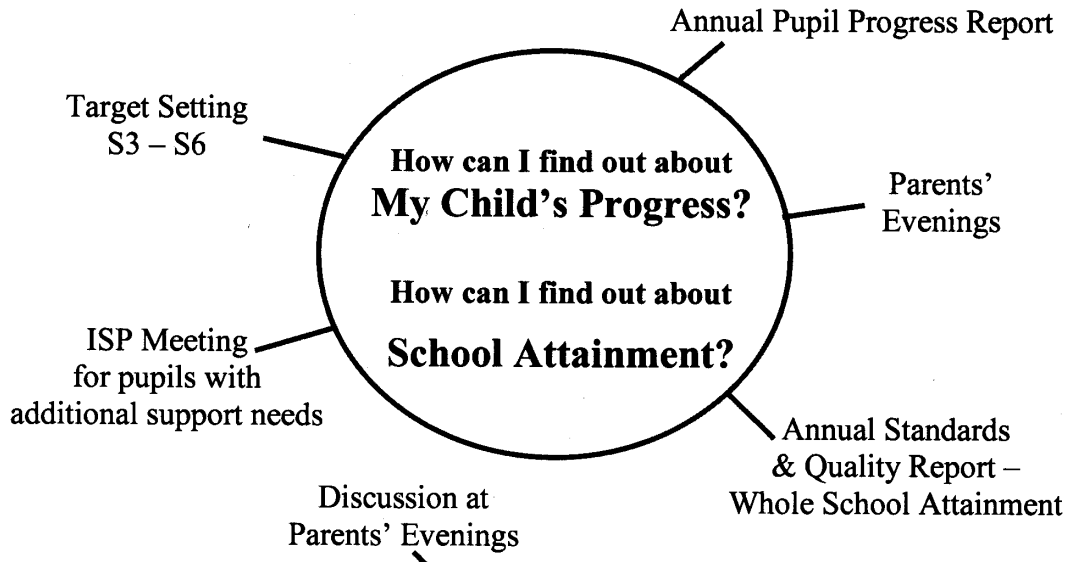
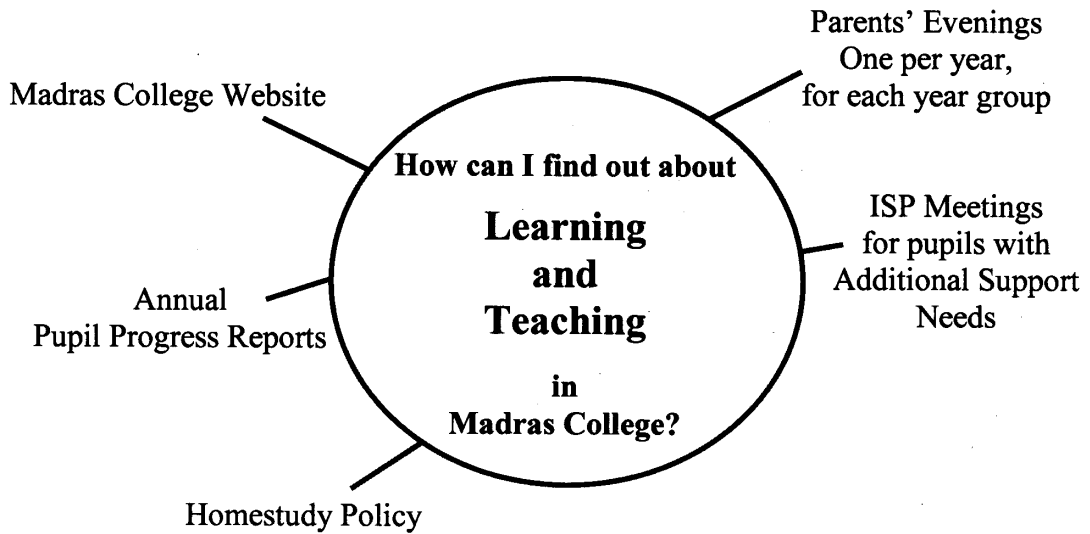
The Madras community is built on the values of an inclusive ethos, achievement and partnership.

We value parents as partners in pupils' education and strive to ensure direct, efficient and meaningful communication.

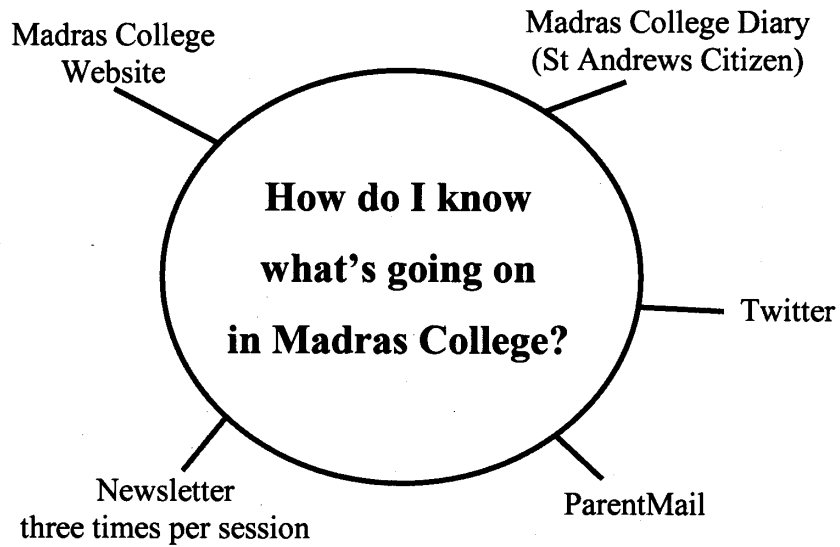
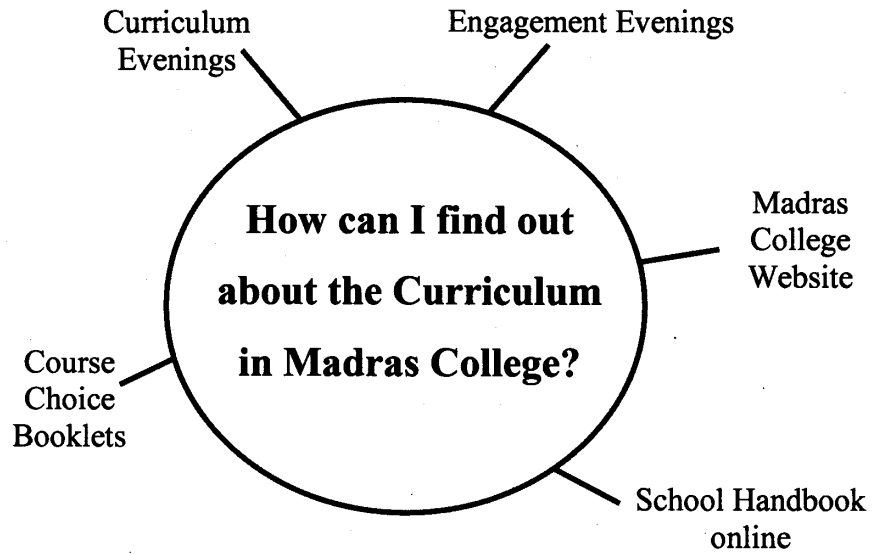
We engage with parents on an ongoing basis on a number of key issues.

The following pages illustrate how we communicate with parents on those key issues. This provides you with the information you need to make communication between home and school effective.

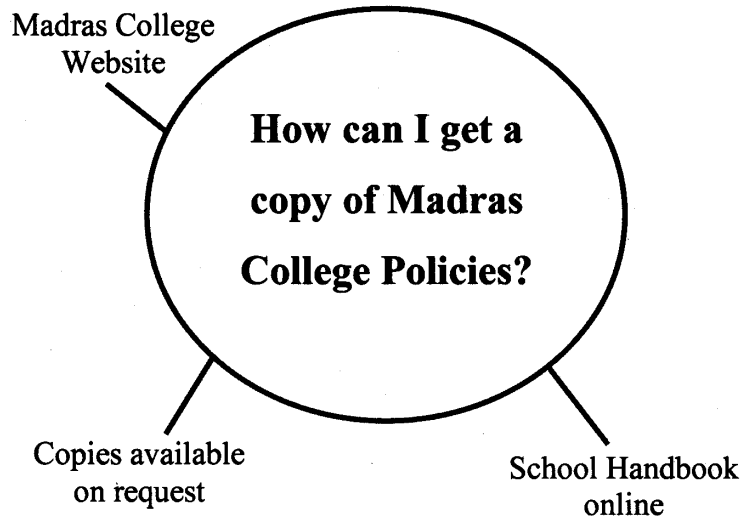
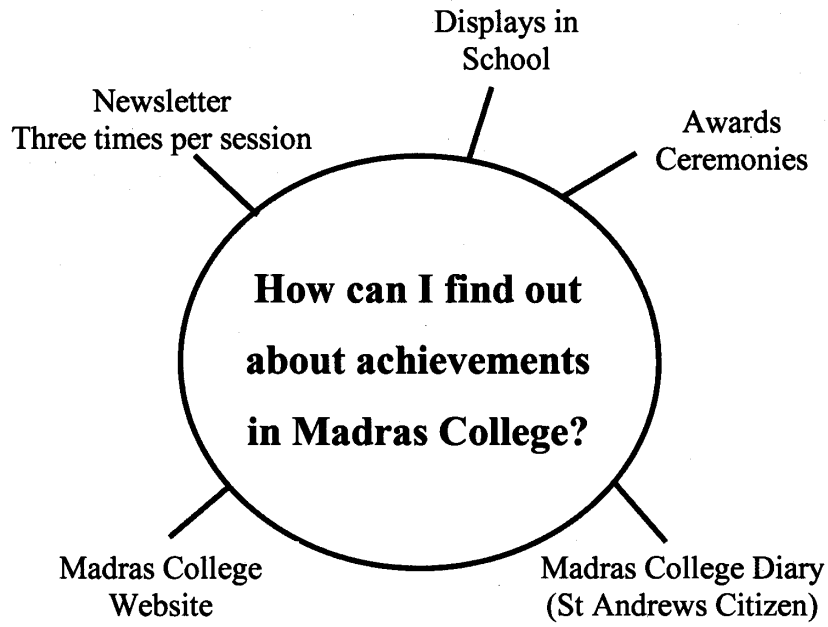
Where Can I Find The Information I Need?



Where Can I Find The Information I Need?



Where Can I Find The Information I Need?



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Sharing Information

In addition to these methods of communication there will be occasions where you will want to contact the school. You may want to give us information about your child or family circumstance or you may be seeking information from us.

Who Should I Contact?

The point of contact for all pupils is the pupil's guidance teacher. You can contact your child's guidance teacher by telephoning, emailing or writing to us.

HOUSE TEAMS					
BLACKFRIARS		CASTLE		PRIORY	
Tel: KR 452916 SS: 453093/101		Tel: KR 452917 SS: 453093/101		Tel: KR 452915 SS: 453093/101	
House Head	Mrs Seeley	House Head	Miss Grubb	House Head	Mr Darge
B1, B2	Mr Wishart	C1, C2	Mr Hepburn	P1, P2	Mr Grewar
B3, B4	Miss MacLaren	C3, C4, C6	Miss Montador	P3, P4	Mrs Clark
B5	Mrs Little	C5	Mr Hepburn/ Miss Montador	P5	Mr Munn

When you telephone, our receptionist will ask you to give a brief indication of the reason for the call. If the call is of a confidential nature, just indicate that is the case.

Our receptionist will find out if your child's Guidance Teacher is available and will connect you, if possible. If the guidance teacher is not available, our receptionist will pass on details of your telephone call.

We aim to respond to telephone calls within 24 hours. If you have not had a return call in 48 hours, please telephone back and explain that you have already left a message. Our receptionist will endeavour to connect you to the Guidance Teacher or another member of the House Team. If no member of the House Team is available our receptionist will connect you to our duty depute.

Where appropriate we will try to respond to email correspondence within 24 hours. Sometimes this will not be possible. You can however, expect us to acknowledge emails and letters within 3 working days and we will indicate when you can expect a response from us regarding the issue raised. If you do not receive an acknowledgement, please contact us.

Although it is normally the Guidance Teacher who responds to phone calls, emails and letters, you may at times be contacted by another member of staff if he/she is better placed to deal with the enquiry.

How will the school contact me if there are issues which need to be discussed?

If we are concerned about any aspect of your child's progress we will write to you. You may receive letters from the Principal Teachers Curriculum. If a Principal Teacher sends out a letter

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it is always copied to the Guidance Teacher. If you receive a letter and wish to discuss it, please contact your child's Guidance Teacher.

The House Teams also send out letters to parents where there are issues which need to be discussed. If the House Team wish to discuss an issue or concern they may contact you by telephone or email.

Occasionally, you may be telephoned by the Duty Depute or a member of Pupil Services or the Office Staff to inform you about something which has happened in school.

For some pupils, ongoing, regular communication is required and House Teams, Pupil Support Staff or Principal Teachers may agree regular telephone or email communication with you.

How can I get involved in the life of the school?

There are many events from school concerts to curriculum engagement evenings throughout the school year which we encourage parents to attend. These are advertised through ParentMail. All parents are members of the Parent Forum and we have a well-established Parent Council. Madras College Parents' Council was established in 2007. One of its main aims is to increase parental involvement in the education system by establishing links between the school, the parents and the community. The Council of Madras College is made up of up to 30 parents and co-opted members. The Rector acts as assessor to the Council. Members of the Parent Council contribute to a number of working parties in school.

The Parent Council also organises fundraising events to support the school. If you are interested in joining the Parent Council please visit the website at www.madrasboard.org.uk.

We encourage all parents to attend Parents' Evenings as this is a key opportunity to discuss your own child's progress.

What if my child is absent from school?

Our Attendance Support leaflet gives information about what to do if your child is absent from school.

What is ParentMail?

ParentMail allows us to send out information by email to all parents or groups of parents. To sign up for ParentMail please request an application form from the school office.

Why Twitter?

The Madras college Twitter feed (@Madrascollege) is another method of providing information for Parents, pupils and staff. It is an information-giving tool only and does not allow you to contact the school.

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What do I do if I have a complaint?

If you wish to make a complaint please write to the Headteacher outlining the details of your complaint. Your letter will be acknowledged within 3 days and the acknowledgement will indicate what steps are being taken.

If, after investigation by the school, the matter is unresolved and you wish to complain to Fife Council, your concern or complaint will be handled by an appropriate Education Officer from the Education Service Management Team.

Contact the Education Service by telephone: 01592 583372 or Email: education.services@fife.gov.uk

What happens when the school closes early due to emergencies?

What kind of school closures are there?

- Emergency - where the building cannot open as there is no hot water, the heating is not working or there is power failure.
- Planned - Where the school building is closed for elections, industrial action or where utility companies are doing planned maintenance work to gas, water or electric services in the area and all services are to be shut off. Schools are notified in advance of these closures and Headteachers will notify staff through staff meetings etc.
- Severe Weather - Headteachers make the decision locally where this is necessary due to severe weather.

How are schools closed?

- Headteachers who have to close their school for a building problem, planned work or severe weather closure will make this known using an automated closure process via telephone. Headteachers will make this decision as early as possible on the day of the closure.
- When a school is closed the Fife Direct website is alerted and automatically sends out texts and emails to individuals who have signed up to receive this service.

When will I receive further communication via Fife Direct or my Headteacher?

- If you have registered to receive text alerts, you will only receive them when the status of a school changes. The first text/email will be sent when the school closes and a further text/email will be sent only once the school reopens. If a school remains closed over more than one day, there will be no further automatic alerts until the school reopens.
- Your school may also have signed up to a text messaging system that allows the Headteacher to send out text messages to groups within the school.

Severe Weather

As early as possible on the morning of severe weather or other situations such as water, heating and building problems, there will be an update of what information is available and that parents can access from their home. Further updates will be given throughout the day.

What are the main channels of communication during school closures?

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It can be helpful to use a few of the following communication channels during school closures to stay up-to-date:

- Sign up for School Closure Alerts on Fife Direct (www.fifedirect.org.uk/Doitonline) and look for school closure alert
- Mobile phone - m.fifedirect.org.uk (from your mobile phone browser)
- E-mail alerts on closures to your personal account
- Facebook - Go to www.facebook.com/fifecouncil
- Twitter - Go to www.twitter.com/fifecouncil
- FifeDirect online website
- Radio bulletins - we contact Kingdom FM (95.2 and 96.1), Radio Forth (97.3), Radio Tay (102.8 and 96.4) every time there is a change in service
- Television bulletins - STV and BBC
- Online news sites - especially the BBC
- Daily press including the Courier
- Automated telephone closure line on 08451 55 11 99 and choose from the options given
- Mobile phone service - <http://lookinglocal.gov.uk/LookingLocal/>
- Digital Television (Red Button on Sky and Virgin Media under Interactive Services, Local Services)

5.6 Partnerships

Madras College is a designated community school in every sense with a full programme of community classes and activities, after-school as well as at weekends.

In addition to this, the school has numerous links with the local community which offer a wide variety of motivating experiences for pupils. These links and partnerships are curricular, professional and extra-curricular in nature.

Listed below include some of our partners:

University of St Andrews	RAF Leuchars
Dundee University	The Byre Theatre
Elmwood College	Numerous Local Charities
Adam Smith College	The Chaplaincy Team
Dundee College	Local Hospitals
The R&A	St Andrews Festival
The Links Trust	StAnza

Along with all of these partnerships, we also have productive relationships with the local Community Police and Fife Social Work.

A significant feature of partnership working is the active contribution to school life made by the Madras College School Board - indeed our links with parents, extend beyond this. The school has sought significant engagement with regard to curricular change, homework and communications. Furthermore our partnerships with the parents and others also include the use of ParentMail and the school website as a means of communicating to interested parties. While pupils at Madras produce a full page, every two weeks for the St Andrews Citizen to inform the local community about their local school.

5.7 Change of Circumstances

If there are any changes in the information which you have given to the school, please let us know without delay by sending a note to the Guidance Teacher. There are occasions when the school has to be able to contact you quickly (*see Section 10.3*). For this and for other reasons, it is important that the information for any necessary contacts between the school and the home is as up-to-date as possible.

5.8 Moving to Another Area

If you move out of the school's catchment area, but you wish your son/daughter to continue attending Madras College, a **placing request** has to be made. A letter requesting permission should be sent to the Rector. It should be noted that in these circumstances the cost of transport to and from school has to be met by the parents.

If your son/daughter is being moved to another school, please let us know. The school is not allowed to remove a pupil's name from the roll unless there is a letter of confirmation from the parent. This is not just a question of administrative necessity, it is helpful if we are ready to provide the receiving school with any information it requires about the course of study which the pupil was following here at Madras College.