



### ***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 4:30pm Mon-Thurs, or 8:30am and 3:30pm Friday.
- 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](mailto: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.