

# The Castle School

A SPECIALIST COLLEGE FOR COMMUNICATION & INTERACTION



## Pastoral Team

### 2016 - 2017

## Welcome to your guide to The Castle School Pastoral Team.

*Our ethos is: 'To provide proactive support through building trusting relationships with all our families'.*

### Our diverse team is here to :

- Provide emotional support to pupils
- Provide information, advice and signposting for parents and carers on a number of issues
- Offer training and information opportunities for parents and carers
- Facilitate activities and opportunities for parents and carers to get together with and without their children

### Emotional support for pupils

We have a team of trained Emotional Literacy Support Assistants (ELSAs), who work on a 1:1 basis with pupils for 30 minutes a week over a period of 6-8 weeks. The programme of work will have specific objectives. Our ELSAs receive supervision from an Educational Psychologist.

The aim is to develop emotional literacy skills in the following areas (as identified):

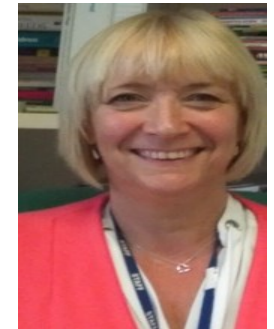
- Emotions
- Self esteem
- Anger management
- Social skills
- Friendship skills
- Bereavement, loss and divorce

Getting to know our students ; what motivates them, what drives them to succeed is paramount. We pride ourselves on taking that extra time to get to know each and every individual.

### Who is in the Pastoral Team



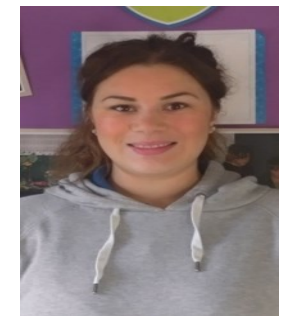
Jackie Hogg  
Pastoral Manager



Pauline Fisher  
Family Liaison Worker



Helen Simpson  
ELSA



Lily Rolfe  
ELSA

## How to access support

You can access support from The Castle School Pastoral Team in a number of ways.

### By phone:

Contact us on the main school number (01635 42976) and ask to speak to/have a call back from Jackie or Pauline. Alternatively Jackie or Pauline can be reached via a phone call or text message on their mobiles, as follows:

Jackie 07824 551 857  
Pauline 07824 551 880

### By email:

You can email us with your enquiry and will respond to you as soon as we are able to:

Jackie [jhogg@castle.w-berks.sch.uk](mailto:jhogg@castle.w-berks.sch.uk)  
Pauline [pfisher@castle.w-berks.sch.uk](mailto:pfisher@castle.w-berks.sch.uk)

### Via your child's class teacher:

Let your child's class teacher know (in their home school diary) that you'd like one of us to give you a call.

We also try to attend parents evenings and other school events where possible, so come and find us for a chat.

**We hope you have found this useful and informative.**

## Information, advice and signposting

At Castle School our Family Liaison Worker Pauline is always happy to provide information, advice and signposting to parents and carers by phone, email or through 1:1 meetings. Information can be provided about all manner of issues including national or local factors, benefits, activities, training, behaviour strategies, Education Health and Care Plans and so on: if you're not sure we'll be able to help it's always worth getting in touch.

We can also liaise with other bodies such as social workers, CAMHS, and training organisations. We are keen to work alongside you to meet the needs of your whole family.; no question is too trivial, no job is too small; we are here to help you.

We have a series of information booklets and guides that are available for you on topics such as local activities and benefits. Ask us and we'll send you one home.

As part of the information we provide, we have a mailing list where updates and useful information received by Castle School is sent out. There are normally 2-3 emails per week. If you would like to be added to our mailing list, let us know by emailing: [Jhogg@castle.w-berks.sch.uk](mailto:Jhogg@castle.w-berks.sch.uk)

### Training and information events

Each year, the Pastoral Team publishes a leaflet of the training booked for the upcoming academic year. This training is generally delivered on site at Castle School, or locally in partnership with another organisation. The training delivered is varied and we aim to match the needs of the school. For example, we have previously hosted a workshop on sleep routines as we had a number of parents tell us this would be useful.

As well as hosting different training courses in school, we can give you advice about local training courses that are available, in line with your needs.

Alongside training events, we also run information sessions where we may host a speaker from a particular organisation. These information sessions can be a really valuable addition to training opportunities and provide the chance for you to learn a little more on a topic of interest.

### Activities

We run a half-termly coffee get together for parents and carers. This is normally offsite in a community based location and provides a great opportunity to meet other parents and carers, receive information (from our Family Liaison Worker), and take a break from day to day life.

We are equally very happy to meet you at your choice of location. Sometimes it's just good to talk away from any distractions. Getting to know you and just having that time to chatter can make all the difference so please do feel free to phone or text; we would love to hear from you.

### Other

We are very happy to provide support with certain behaviours and difficult situations or routines you may experience at home.

This is mostly done through specially tailored visual resources for pupils including visual timetables, schedules and social stories.

We will liaise with school staff ensuring continuity and to help your child generalise their learning.



Examples of visuals



**Contact us today if you'd like more information about the support we offer, or would like to arrange an appointment. Our Pastoral Manager works all year round; there is always support available should you need it.**