



PASTORAL POLICY

Purpose

- To encourage the development in every pupil of self-worth, self-discipline, responsibility, spiritual values and a personal moral code in line with the School's values.
- To respond to the individual needs of every pupil.
- To provide opportunities for the communication of concerns by members of the school community.
- To provide members of the school community with particular skills and experience who may provide guidance and support for all pupils.
- To establish a school ethos in which each individual is cared for and valued equally, and which is felt to be secure, sympathetic and supportive.

Pastoral structure

The Form Tutor is responsible for the provision, guidance and care of the pupils in his / her Tutor group, meeting them once a day at morning registration. Tutors keep records of attendance and academic progress for each student in the group and act as the first point of contact for parents. Tutors are assisted by a Form Prefect (below Fourth form) and Mentors (in each new First and Third form).

The Head of Year is responsible for the overall supervision of the welfare, moral conduct and academic progress of his or her year group, co-ordinating the work of Form Tutors in that year and liaising directly with individual pupils.

The Senior Deputy Head oversees the pastoral and disciplinary aspects of school life, guiding the Assistant Head Pastoral (DSL), Heads of Section, Heads of Year and Form Tutors as well as monitoring students' progress.

The Assistant Head Pastoral (DSL) is the Designated Safeguarding Lead for the School and in charge of safeguarding matters.

The Headmaster has overall responsibility for all members of the school community.

The School Nurse is responsible for the general medical needs of pupils and staff. She is also responsible for first aid and specialist aspects of health education.

The School Counsellors are fully trained specialists who are available to students who wish to consult someone in confidence. The School Counsellor is, at times, supported by a Child Psychiatrist, who

can provide specialist assistance when specifically requested. The Head of Learning Support is the usual contact for parents wishing to investigate this possibility.

The Head of Learning Support is a specially trained member of staff whose responsibility is for pupils with specific learning difficulties.

The Wellbeing Practitioner is a member of the pastoral team who provides support for the Heads of Year and Heads of Section by meeting with individual students and helping with transition and other difficulties that students might be experiencing.

The Personal Tutor will be a teacher that the pupil in question has a good rapport with and who on occasions may be required to supplement the pastoral support provided by the Form Tutor. Every pupil in the Fourth Form and above can choose a member of staff to act as his Personal Tutor.

Whom to contact on pastoral matters

Concerns about day-to-day administration, work, extra-curricular activities or morale should be addressed to the Form Tutor in the first instance: the Tutor, Head of Year and the Headmaster should be informed of any major change in family circumstances.

The Assistant Head Pastoral (DSL), Head of Section, Head of Year or the Senior Deputy Head should be approached if parents have concerns about the operation of the pastoral system.

Academic concerns can be addressed to the subject teacher, the Head of Department, Assistant Head (Curriculum) or the Headmaster. If in doubt, it may be best to ask the Tutor for advice as to whom to contact first.

Requests for leave of absence from school should be addressed to the Headmaster. Parents should ring the School Office on the first day of their son's absence through illness: on the student's return to school, he should bring a note or send an email from his parents to his Tutor.

Parents of pupils with special education needs are encouraged to contact the Head of Learning Support. Medical concerns should be addressed, initially, to the School Nurse.

Students can take any questions or problems to their Tutor (or their form prefect or mentor, if it is preferable to make an initial approach to a student rather than a member of staff). If they would prefer to speak directly to another member of staff, that is perfectly acceptable, and the outline of responsibilities above may be helpful. Students can also use the 'Speak Up/We Listen' Microsoft Form on the student's Sharepoint landing page which can be used to inform the school of concerns and is triaged by the Pastoral team.

Reviewed by: Assistant Head Pastoral DSL

Date of last review: 10 July 2024

Date of next review: Trinity 2025