

# **Pastoral Care Policy**

## **St James Senior Boys' School**

### **Aims of the policy**

The aims of this policy are to inform members of staff of their duty of care to the pupils, to outline the role of the Form Masters and 6<sup>th</sup> Form tutors and to describe the management structure in relation to pastoral care.

### **Principles and Overview**

The teachers have a duty of care to the pupils in all aspects of physical, mental, emotional and spiritual development. This duty of care is bestowed upon the staff by the parents [see Parent contract, Terms and Conditions] and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the school community.

The pastoral care policy also includes the maxim that *Every child matters* and follows the key principles that each child is healthy, safe, can enjoy and achieve, makes a positive contribution and achieves economic well-being.

### **Duty of care**

The school will do all that is reasonable to safeguard and promote each child's welfare and to provide pastoral care to at least the standard required by law in particular circumstances and often to a much higher standard.

The school will respect each child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

The ethos of the school fosters good relationships between members of staff, between the pupils themselves and between members of staff and pupils. Bullying, harassment, victimisation and discrimination are not tolerated. The school and staff

act fairly in relation to pupils and parents and expects the same of pupils and parents in relation to the school.

Other legal aspects of pastoral care are contained within the Parent contract and Terms and Conditions. Staff are required to be familiar with the contents of the staff handbook. This relates to pupil's rights, complaints, ethos, physical contact, disclosures, confidentiality, absence from school, parents and guardians, photographs, personal property, insurance and liability.

### **Form Masters and 6<sup>th</sup> Form Tutors**

For pastoral care the principal point of contact for each pupil is his Form Master or 6<sup>th</sup> Form Tutor. The duty of the Form Master or Tutor is to care for the well-being and development (physical, mental, emotional and spiritual) of each pupil in their charge. St James School places particular emphasis on the relationship between the Form Master and the pupil.

We expect each Form Master or tutor to form a relationship of trust with each pupil. To ensure that this relationship is maintained from one year to the next, where possible, a Form Master stays with his or her form. Typically, a Form Master will stay with the form from Y7 – 8, Y 9 – 11 or Y7 – 11. In the 6<sup>th</sup> Form each pupil stays with their Tutor.

The Form Master or Tutor is also the main point of contact for parents, particularly in relation to day-to-day matters, concerns, pastoral and academic issues.

Form Masters and Tutors meet with the parents once a year at the end of the Spring term. Each interview is at least 15 minutes and is used to discuss all aspects of the pupil's welfare and development.

Form Masters are encouraged to hold parent meetings which can be informative or social so that parents can get to know one another and find out more about the school.

Form Masters and Tutors have a meeting at regular intervals with the Head of Year. This has the format of an informal meeting. On particular occasions the SENCO will

also be present at these meetings. The welfare and development of each pupil is reviewed and minutes are taken.

Day-to-day responsibilities are outlined in the Appendix.

6<sup>th</sup> Form tutors meet with their tutees once a week when the timetable allows.

Tutors are required to care for and reference the UCAS entries.

### **Management Structure**

The line of management for the pastoral care of pupils is as follows:

Form Master

Head of Year

Headmaster

In some cases, pastoral issues may be dealt with by peers, prefects or other staff and these should be referred to the Form Masters.

### **Other Staff**

All staff are expected to be compliant with the duty of care to pupils. This includes secretarial, administrative, medical, kitchen, support and property management staff.

### **Related Policies**

Further aspects relating to pastoral care are to be found in the following policies:

Aims and Ethos

Curriculum

Health and Safety

Child Protection

Inclusion and Special Educational Needs

Disability

PSHE

School Trips  
Anti-Bullying  
Behaviour  
Expulsion, Removal and Review  
Code of Conduct  
Concerns and Complaints  
Gifted and Talented  
Homework  
Crisis Management  
Flu Pandemic

## **Appendix – Form Master Duties**

### **Start of Day 8:15**

Form Masters should get the boys to stand and greet them in the morning.

**Registration:** 8:15-8:20 The boys are registered (and again at 13:20pm).

**Homework:** For Years 7 – 8, homework is collected by the Form Master or by monitors. For Years 9 upwards, subject teachers make arrangements with their teaching groups.

**Quiet Time:** Form Masters conduct Quiet Time with their form at 8:20 (unless there is collective Quiet Time in Assembly) and again following registration at 13:25. During Quiet Time boys are required to meditate, pray, silently reflect on a spiritually based sentence or practice a simple breathing exercise.

### **Care of room**

Form Masters are responsible for keeping the room tidy with litter in the bin.

Communication with HoDs should take place to ensure a smooth running of shared spaces.

Any notice board should be up-to-date and informative.

### **Care of Boys**

Form Master should assign duties to particular boys, such as board-wiping, desk alignment, register, homework collection, etc.

A regular check on state of uniform should be carried out.

### **Homework**

Homework diaries are checked once a week (Year 7-8).

Homework is periodically checked for quantity, quality of presentation and quantity. (Year 7-8)

### **Communications**

Parents are contacted as soon as possible following a request. Parents should be given the Form Master's email address. Parents are contacted regarding any disciplinary offence (red card) or consistent lack of homework (3 items missed). See Communications Guidance document.

### **Assembly**

Behaviour of boys during assembly is the responsibility of the Form Master. Form Masters should sit with their form in Assembly.

### **Start of Year**

Each Form Master is given an Action Point list detailing responsibilities at the start of each academic year.

**Writing Reports:** Form Masters write pastoral reports. Having read the subject reports, the Form Master reports on the boys' spiritual, emotional, mental and physical development. To facilitate this, guidance notes are provided to each Form Master.

Parent/Form Master Interviews: At the end of the Spring term Form Masters conduct 15-20 minute interviews with their boys' parents. Boys may attend if the Form Master and parent agree. The aim of these interviews is to discuss pastoral and academic development.

**Policy Written by:** Koen Claeys  
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