



# ST JAMES

Senior Boys' School

## Pastoral Care Policy

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

The principal point of contact for each pupil is his Form Tutor or 6<sup>th</sup> Form Tutor. The duty of the Form 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 Tutor and the pupil.

We expect each Form 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 Tutor stays with their Form. Typically, a Form Tutor will stay

with the form from Y7 - 8, Y 9 - 11 or in some cases, Y7 - 11. In the 6<sup>th</sup> Form each pupil stays with their Tutor for their entire 6<sup>th</sup> Form stay.

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

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

Form Tutors have a meeting at regular intervals with the Head of Year. This has the format of an informal meeting. On particular occasions the SENDCO 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 oversee the UCAS process for those in their tutor groups.

### **Management Structure**

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

Form Tutor

Head of Year, Head of Lower School or Deputy Head of 6<sup>th</sup> Form

Assistant Headmaster - Pastoral or Head of 6<sup>th</sup> Form

Headmaster

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

### **Other Staff**

All staff are expected to be compliant with the duty of care to pupils. This includes secretarial, administrative, medical 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 and Accessibility Plan

PSHE

Educational Visits included in the Health and Safety Policy

Anti-Bullying

Behaviour and Discipline

Expulsion, Removal: Review Procedure

Code of Conduct

Complaints

Academic and Enrichment and High Potential Learners Policy

Homework

Emergency Management Plan

How to Manage a Pandemic

## Appendix – Form Tutor Duties

### **Start of Day:**

8:15 - Form Tutors should be at their Form rooms to greet their students in the morning.

### **Registration:**

08:15-08:20 - The boys are registered (and again at 13:10 for Years 9-11 and 13:55 for Years 7, 8, 12 and 13).

### **Quiet Time:**

Form Tutors conduct Quiet Time with their form at 8:20 (unless there is collective Quiet Time in Assembly) and again following afternoon registration. During Quiet Time boys are required to meditate, pray, silently reflect on a spiritually based sentence or practice a simple breathing exercise. The main guiding principle is that they do not disturb the peace of those around them.

### **Care of room**

Form Tutors 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 Tutors 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 within 48 hours following a request. Parents are contacted regarding any disciplinary offence (red card) or consistent lack of homework (3 items missed).

### **Assembly**

Behaviour of boys during assembly is the responsibility of the Form Tutor.

### **Start of Year**

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

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

Policy Written by	James Johnson, Assistant Head Pastoral
Reviewed by	James Johnson, Assistant Head Pastoral
Approved by	Headmaster
Date	6 <sup>th</sup> June 2022