

**COPTHALL SCHOOL**  
**PASTORAL CARE POLICY**



**Rationale**

Cophall School strives to be a caring and supportive community where individual needs are met and learning takes place in an atmosphere that is happy, safe and secure. In partnership we will succeed in fulfilling all students' potential for a well-qualified and successful future.

In addition to supporting the whole curriculum, the pastoral system has its own educative purpose in preparing our students to live and work in society- also a well structured PCHE programme ensures that all students are informed about a diverse range of social and cultural issues.

**Aims**

**Pastoral care will:**

- Ensure the well-being and safety of individuals by creating a caring and secure environment conducive to life-long learning.
- Promote, encourage, seek to maintain and reward high standards of achievement, attendance, punctuality and behaviour by providing clear guidelines and expectations.
- Encourage students to achieve the very highest standards of academic success according to their abilities and recognise the specific and changing needs of the individual.
- Provide the oversight of academic and personal development of both individuals and groups of students.
- Develop the student's personality and strength of character to enable them to face the future with confidence and self-assurance.
- Create an orderly environment where every student is able to work in a calm, encouraging atmosphere so that she can realise her potential in all areas of the curriculum.
- Encourage relationships that are characterised by mutual respect and consideration for others, their belongings and their beliefs.
- Recognise and admire achievements in others and encourage the development of a community which values every individual and is involved in learning in the broadest sense.
- Promote a good work ethic both at school and at home, encouraging independence of mind and a desire to learn so that students develop their individual talents and skills to the full.
- Ensure effective communication and dialogue between all members of the school community including parents
- Provide access to all available areas of guidance and support both internal and external.
- Create a school where students and teachers can enjoy working together.

## **Pastoral care is provided in the following ways:**

### **1. Structure**

Between years 7 – 11 each year group consists of 180 students divided into six forms. Each form has a Form Tutor and each year has a Learning Co-ordinator who moves through the school with the year group until the end of Year 11.

In the Sixth Form, students are placed in ten vertically mixed Sixth Form groups. The Head of Sixth Form is a permanently held post, supported by a Deputy Head of Sixth Form.

Each Learning Co-ordinator has a weekly line management meeting with a member of the Senior Leadership Team during which time a range of academic and pastoral issues are discussed.

### **2. The Pastoral Team**

The Pastoral Team consists of Assistant Head Teachers and Learning Co-ordinators assisted by Form Teachers and supported by Students Services. The team is always answerable to the Headteacher, who often takes part in meetings concerned with more serious matters of discipline, especially fixed term and permanent exclusions which only she can authorise.

#### **The team exists:**

- To support the work of Heads of Department and Heads of Faculty in maintaining the best conditions for teaching and learning in the classroom.
- To monitor the progress and targets of each student in the year group.
- To encourage good behaviour and reward achievement.
- To liaise between home, school and outside agencies, including Police and Social Services.
- To liaise with the Attendance Manager and Education Welfare Officer in monitoring attendance and punctuality.
- To liaise with the Special Education Needs Coordinator (SENCO) and Learning Support team with regard to students who may need support with learning difficulties or emotional and behavioural needs.
- To liaise with Student Services and Examination Officers with regard to administration concerning events such as Parents' Evenings, internal and external examinations
- To liaise with the EAL Coordinator regarding students with English as a second language.
- To liaise with the coordinator for Gifted and Talented students regarding identification of these students (from reports from Primary Schools, Cognitive Ability Test scores and observations by subject teachers) and support the organisation of appropriate enrichment programmes.
- To help students who go through periods of difficulty in their lives and need the support of the school counsellor to listen to and advise them.
- To reinforce the spiritual, moral and cultural aspects of the curriculum and the School Code of Conduct.
- To oversee Assemblies and the delivery of tutorial work.

- To organise and attend meetings of the Year Council, whose members feed back to the School Council.
- To oversee referrals to the Connexions Personal Adviser, Peer Mentoring, Peer Mediator, the Sixth Form Buddying scheme and the Anti-Bullying Council.
- To oversee and review Pastoral Support Programmes for students under threat of permanent exclusion.
- To liaise with the Careers' Service and co-ordinators of Work-Related Learning programmes for those students who need support and advice about transition and alternative programmes of study.
- To plan for the integration of new students who join the school through the casual admissions process.
- To transfer information to other schools as appropriate and to write references for colleges and universities (particularly in Year 11 and the Sixth Form).

### **3. Work with other agencies**

- The Designated Senior Teacher responsible for Safeguarding (Child Protection) will fulfil the statutory role with regard to any disclosures made by students about physical, emotional, sexual abuse or neglect and follow the guidelines as published in the school Safeguarding Policy and in consultation with the borough's Children's Services.
- Children in Care will be supported and monitored and the Assistant Headteachers and Learning Co-ordinators will liaise on a regular basis with members of the Corporate Parenting Team and social workers.
- Students may be referred to agencies such as 331 (Young people's advice centre) CAMHS (Child and Adolescent Mental health Service), Impact (Drugs and Alcohol abuse), Police School Liaison Officer, Connexions (careers and transition) and other such agencies as support young people and their families.

### **4. Effective communication**

- Discussion between staff by dialogue, staff briefing, staff bulletins, internal e-mails.
- Discussion with students through dialogue, form periods, year and whole school assemblies, year and whole school councils etc.
- Discussion with parents via the newsletter, parents evenings, reports, personal letters and personal telephone conversations.
- Informal communication between staff and students to provide individual guidance and support and access to additional services.

Appendix 1: The Role of the Form Tutor

Appendix 2: Pastoral and School structures

## **Appendix 1**

### **The Role of the Form Tutor**

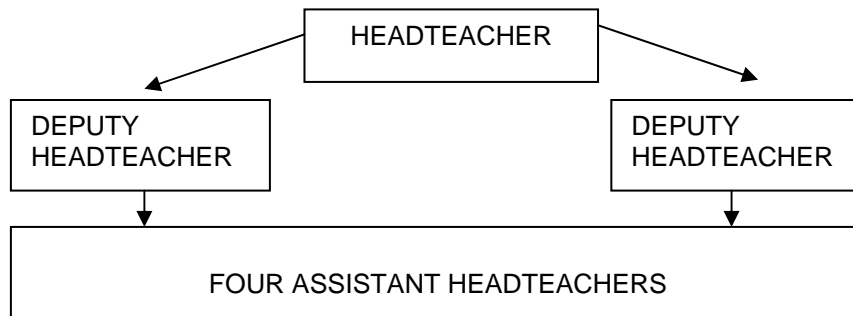
Form tutors are responsible for overseeing the academic progress and pastoral care of all members of their tutor groups, liaising with parents and conducting routine administration relating to student welfare.

#### **Particular responsibilities are:**

- To promote the general progress and well-being of individual students and the tutor group as a whole.
- To ensure that administrative routines are carried out including maintaining the form noticeboard, checking the Homework Diary and monitoring the recording of homework, merits and detentions.
- To take a register twice a day using SIMS or, if unavailable, a paper copy which should be left in the form folder. Liaise with Student services as appropriate and respond to their queries immediately.
- To accompany students to assemblies, encourage their full attendance to all lessons and their participation in other aspects of school life.
- To participate in form assemblies and support active tutorial work.
- To evaluate and monitor the students' academic progress and support them in setting realistic targets through regular mentoring.
- To liaise with the relevant Learning Co-ordinator if there are concerns about a student and communicate with staff and parents where appropriate to discuss, advise, and resolve issues.
- To ensure that students are aware of the school's Behaviour Policy, Code of Conduct, Rewards and Sanctions, uniform rules and any other routine procedures.
- To distribute letters and information as necessary, collect reply slips as appropriate and monitor the return of letters following absence
- To prepare for and attend Academic Review Days and report reading, ensuring that information within the reports is accurate and complete.
- To respond to problems within the tutor group on a daily basis and support the year team in overseeing late detentions.
- To praise, encourage and reward students within the tutor group and celebrate their achievements.

## Appendix 2

## PASTORAL AND SCHOOL STRUCTURES



### Learning co-ordinators for Years 7 – 11 Head and Deputy Head of Sixth

Learning co-ordinators have an overview of the progress, achievement, behaviour, attendance and punctuality of their year group.

They play an important role in drawing together all aspects of a student's development and will work to build a strong partnership with families to ensure that effective support is given.

### Form Tutor

The tutor is the first point of contact and sees students every day.

The tutor will check the homework diary every week and monitor attendance and punctuality.

The tutor will play a key role in monitoring progress and helping students to set targets.

### Heads of Faculty and Heads of Department

These staff take responsibility for managing the work of subject teachers within the department.

They will make a connection with families if there are concerns which are not always resolved by subject staff alone

### Subject teacher

This member of staff teaches students for a specific subject and will monitor progress, achievement and behaviour in his/her subject area.

Parents/staff will communicate if there are specific issues to discuss in relation to student learning, completion of homework, behaviour etc.

### Student Services

The Attendance Manager and staff in this department monitor absence and punctuality.

They may be contacted about issues relating to the health and wellbeing of students and will liaise with families about any medical conditions.

They support and care for all students and give advice in collaboration with the pastoral team.

## **OTHER RELATED POLICIES**

- Statement on Social Cohesion
- Complaints Policy
- Disability and Gender Equality Schemes
- Managing Behaviour Policy
- Anti-Bullying Policy
- Guidelines for challenging and dealing with racial harassment
- Attendance Policy
- Safeguarding (Child Protection) Policy
- Children in care policy
- Race Equality Policy