

POLICY STATEMENT : PASTORAL STRUCTURE

RATIONALE

- To facilitate smooth transition from primary to secondary school.
- To integrate pupils into a large school environment.
- To provide a permanent 'nucleus' for pupils in Years 7 to 11.
- To initiate a different structure for Years 12/13 students.

PURPOSES

- To make pupils feel safe, secure and cared for by a permanent tutor, whenever feasible, for their full statutory education.
- To promote a sense of identity and belonging to a specific tutor group, Tutor and on going Deputy Year Head and Year Head.
- To ensure continuity on the pastoral side of school life in order to support the differentiated academic structure.
- To provide a link between the pastoral and academic structures via the Directors of Lower School (KS3), Upper School (KS4) and Sixth Form (KS5).

GUIDELINES

- Pupils in Years 7 to 11 are placed into tutor groups according to former friendships, primary school advice, parental request and mixed ability.
- The incumbent Year Head along with the Director of Lower School visit all primary schools who send 5 or more pupils in the summer term prior to transfer. Those sending less are invited to the school for an extra visit (see Admissions and Liaison Policies).
- The pastoral 'unit' consists of approximately 30 pupils who roll with the same Tutor, Deputy Year Head and Year Head, whenever possible, for the students statutory education years i.e. 11 to 16 years.
- The Year Heads and Deputy Year Heads along with their teams of ten Tutors are primarily concerned with the well being of their tutees.
- Each pupil is registered twice daily at the beginning of the morning and afternoon sessions as well as taking part in weekly tutorial periods of PSHE.
- Pupil notices are delivered via the morning registration period.
- Pupils are encouraged to confide any problems to their Tutors. Tutors investigate any particular pupil personal issues e.g., attendance, family concerns along with Deputy Year Heads and Year Heads.
- The Year Head is the parents first point of contact with the school for personal and general issues, this responsibility may be delegated to Tutors.

- The Tutor along with the Year Head maintains pupil profiles, monitors student planners from Years 7 to 11; culminating in an individual Student Progress File.
- All pupils in Year 7-11 receive an individual interview with their tutor to review their progress and to set targets. Interviews are organised over a ten day period at a strategic time in the academic year for each particular year group.
- In Years 12 and 13 a separate system operates as the needs and requirements of more “adult” students are different.
- Students in Year 12 and 13 are in smaller tutee units in order to monitor tutee development more closely towards their Higher/Further Education requirements.
- Permanent Deputy Heads of Sixth Form in Years 12/13 along with the Tutor team advise and assist their tutees for a two year period or in some cases longer. Their work is overseen by the Director of Sixth Form.
- PSHE - including Careers, some aspects of Citizenship, Personal, Social, Health, Sex and Moral Education is taught by Tutors throughout the school i.e., Years 7 to 13 and co-ordinated by the PSHE Co-ordinator / Director of Professional Development. The curriculum is based on the National Curriculum Guidelines.
- Students throughout the Pastoral Programme are encouraged to develop as rounded individuals ready to accept adult responsibilities through a variety of experiential learning processes.
- Students in year 12 are also attached to tutor groups to facilitate year 7 pupils transition. The Sixth Formers are chosen as they have close links with the year team of tutors as well as the Deputy Year Head and Head of Year.
- Students are continually encouraged to develop their leadership and organisational qualities, their understanding of others and the role of the individual within an institution and the wider community.
- One Deputy Head whose chief responsibility is Administration, together with the Head, other Deputy Heads, Directors of Lower and Upper Schools and Heads of all six years form an ADMINISTRATION COMMITTEE which meets regularly to discuss relevant issues relating to pastoral and procedural matters.
- Approximately half termly
 - Year Heads meet with tutors
 - Directors of Key Stages 3, 4 and Professional Development chair fora involving relevant pastoral and curricular staff.

CONCLUSION

Our strong Pastoral Structure is the essential backbone which supports all pupils through the process of adolescence (see Sex/Health Education policies) and fosters a trusting relationship between pupil, Tutor, Assistant Year Head, Year Head, Parent and Senior Management.

The PSHE Curriculum is revised annually (see Prospectus)

P.I. Firth

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Revised 1997 & 2001

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