

Policy For Pastoral Care And Pupil Support

To foster the academic, physical, spiritual, moral development of boys and girls in a happy, caring and safe environment.

Aims of Pastoral Care in the School

- Putting Christian values in to practice
- being a school where the well-being of everyone is the prime concern of each member of our community
- supporting a learning community in which children, young people and adults can realize their full potential
- providing a safe, stimulating and enriching environment where everyone is able to enjoy his/her best possible health and well-being.
- encouraging pupils to grow up to be responsible, active members of their community
- promoting emotional intelligence
- promoting regular attendance and good behaviour as pre-conditions for maintaining high standards of achievement
- encouraging each child to develop his/her own individuality whilst learning also that personal freedom involves responsibility to others
- promoting a values-based PSHE curriculum which helps to give a firm moral basis on which to live
- providing a family environment in our Boarding House, in which pupils can feel comfortable, safe and supported
- providing equal opportunities for all pupils regardless of ability, religion, race, culture or gender
- encouraging tolerance and understanding between all members of our community a clear understanding that effort, kindness and good manners will be valued
- developing an understanding of being responsible for oneself
- fostering the kind of community where everyone helps each other and looks after our environment

Structure

- The Head Master has overall responsibility for the pastoral care of the children and the development of the pastoral ethos and policies of the school. He is supported by the Deputy Head, Senior Master, Head of the Pre-prep, Pastoral Heads, Medical/Matron staff and all Teachers. The PSHE curriculum interlinks with many pastoral issues.
- The Senior Matron is responsible for the day-to-day welfare of the boarders and the organisation of the boarding houses. She manages and is assisted by resident staff and two other Matrons.

- There are 3 Matrons and are in charge of the laundry/games kit/school uniform for the boarders.
- The Matrons provide medical cover in the Medical Room.
- The Senior Matron reports to the Housemaster. And is responsible for the organisation of Medical Room and the overall provision of medical cover.
- Form Teachers are responsible for the welfare of their classes and are a first point of contact for parents on pastoral (and academic) issues. They are supported by Pastoral Heads as well as senior staff.
- The Form teachers in the Pre-Prep have an important role to play in the welfare of the children in their care. They are supported by the Head Mistress of the Pre-Prep and the Head Master and senior staff in the Prep school.
- The Chaplain is always available

What We Do

At Prebendal School we approach the care of our children in a positive way, reinforcing the philosophy and ethos of the school and following the school discipline policy. Through our assemblies, our PSHE programme and the way in which we treat them on a day by day basis, pupils are encouraged to feel secure, cared for and respected and to show care and respect for each other.

Our children are fully supervised and we place great emphasis on the welfare and well being of the children in our care. (See Health and Safety Policy; School Trips Policy; School Risk Assessments)

We aim for our children to feel happy and secure in whatever activity they are taking part. Teachers, non-teaching staff and other adult helpers are encouraged to approach the care of our children in a positive way, reinforcing the philosophy and ethos of the school and following the school discipline policy.

There is a member of staff on duty 24 hours a day to oversee the care and supervision of the children.

Minor difficulties, worries or upsets involving any child, which arise within the classroom or in the playground, are dealt with by the class teacher or the member of staff on duty. The child or children concerned are always fully involved in any discussion about an incident or concern.

More serious incidents or concerns about a child's behaviour, health or welfare may be referred to the Pastoral Head, Senior Master, Deputy Head or the Head Master for further action, investigation or follow-up.

The school has a Discipline Policy which is based on positive reinforcement of good behaviour.

A child's parents or guardians may be contacted if it is felt necessary to involve them in dealing with a particular situation or concern. This is usually carried out by means of personal contact when the child is collected from school or by a telephone call or letter. Parents are always welcomed and encouraged to contact their child's class teacher, any other teacher or the Head Master if they have any concerns or worries. We encourage parents to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. Any discussions are held in confidence if desired or necessary.

All our children are encouraged to talk freely and openly to any member of staff if they have any worries or problems of any kind on a work or personal level. Staff respond to children in a sympathetic and concerned way, offering advice, support, guidance and reassurance.

Our school places strong emphasis on the individuality of every person and the children are encouraged to be positive and supportive in their approach to people who may seem 'different' through a disability or by their physical appearance.

Communication

It is essential that all teaching and pastoral staff are aware of welfare issues effecting particular children. Such issues can be raised/disseminated via the weekly pastoral meetings and written comment in the Welfare and Conduct Books kept in the Head Master's pigeon hole in the staff common room. The Welfare and Conduct Books form the core of the communication system. Guidance on their use is set out below.

Pupil Welfare Book

Prep School

Principles

- Concerns about pupils are recorded in the 'Welfare Book' which is kept in the Staff Common Room. Though there is much discussion among staff about individual pupils, the book is a means of collating a number of different observations by various staff.
- Individual pupils (and others as appropriate) who appear in the book are often discussed at weekly 'Staff / Pastoral' meetings.

Recording System

- If any member of staff has a concern about the welfare of any child or is given information by a parent that they feel should be shared, they should enter the date of entry in the margin, note down the concern and initial.
- It is the duty of every member of staff to read through new entries on a regular, preferably daily basis so that they are aware of any welfare issues.
- This book does not remove the need to discuss any welfare issues with relevant staff as appropriate.

As a school we have established and now maintain links with the various outside agencies involved in the care of children. These include Social Services.

We also maintain a good working relationship with other support services and we can call upon an Educational Psychologist, as appropriate, to assist with the assessment of pupils giving cause for concern.