

THE KINGSLEY SCHOOL

Pastoral Care Policy

Monitoring and evaluation

The effectiveness of this policy will be monitored by Heads of Year, their teams, the Deputy Head Pastoral and the Head of Preparatory School. It will be reviewed every three years by Heads of Year and SLT, and it will be ratified by the governors.

Written: Summer 2020
Review dates: Summer 2023

Mrs C McCullough

This policy applies to all pupils at The Kingsley School, including those in EYFS. Strong pastoral care is central to the ethos and aims of The Kingsley School. It involves all members of the school community: governors, the senior leadership team, all teaching and support staff, pupils, parents or carers and visitors. Pupils who feel known and safe are more likely to fulfil their potential, academically and in other areas of school life, and to participate responsibly in the school community.

The policy is designed to fulfil the aims of the school, particularly those to

- Encourage all pupils to fulfil their potential in all areas
- Pursue excellence in all areas
- Develop the skills and attitudes needed for independent learning
- Encourage all members of the school to develop responsibility towards individuals, the community and the environment
- Promote effective partnerships with parents and carers and the wider community
- Develop self-confidence
- Promote the welfare and security of staff and pupils
- Encourage all members of the school to respect diversity of culture and society

It also has regard to the five outcomes from *Every Child Matters*:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

The pastoral system supports the academic curriculum, and also provides the vehicle for educating pupils in Personal, Social and Health Education (PSHE), RSE and Citizenship, and for giving advice on study skills and careers.

Links with other policies

This policy has significant links with a range of pastoral policies and procedures:

- the behaviour and discipline policies
- the drug policy
- the pupils' concerns procedures (including the Student Voice)
- the procedures for dealing with pupils with emotional and behavioural problems
- the safeguarding policy
- the relationships and sex education policy
- the PSHE and Citizenship policy.

Pastoral Aims

To create an atmosphere in which all pupils feel confident that

- They are well known
- They are safe

- They are valued
- They are respected
- Their progress is tracked and regularly reported on

To encourage and enable pupils to take full advantage of the teaching and learning opportunities available to them

To give pupils the flexibility and skills to thrive in a rapidly changing society

To promote the importance of becoming active, responsible citizens

To enable pupils to become progressively more responsible for their

- Personal development
- Social development
- Physical and emotional health and wellbeing
- Academic progress
- Career decisions and economic future

To contribute to the maintenance of good behaviour and an orderly, mutually respectful atmosphere in school

To create an environment in which bullying is unacceptable, and where pupils are confident that there will be a quick response to concerns about bullying

To offer sympathetic, confidential (where appropriate) and effective guidance and counselling to pupils when necessary (including referral to external agencies)

To work in partnership with parents

To foster awareness of the vital importance of safeguarding and child protection issues and procedures.

To work in partnership with external agencies when necessary

Pastoral organisation in the Prep School

The central importance of the pastoral system is recognised in the fact that all members of the teaching staff, including part time teachers, are attached to year teams, and are expected to take an active part in pastoral activities. All teachers are expected to play a part in the teaching of PSHE through the rolling tutor programme.

In the EYFS, Key Stage 1 and Key Stage 2, there is a dedicated Form Teacher who has pastoral responsibility for the class. Form Teachers have meetings before school and after school to discuss wider issues relating to policies and new initiatives. There is a standing item on the agenda of staff meetings, in which the pastoral elements of pupil progress are shared. Information shared in this forum is kept confidential within the staff, although the minutes of these meetings are disseminated to the whole Prep staff body to facilitate the best support for the pupils.

There are pastoral themes addressed through assemblies and form time within the working week, which are completed on a published rota. Where possible, the assembly themes link with national and international campaigns on rights, peace and other appropriate ideas.

The Prep School aims to encourage all pupils to take responsibility for their school community, with particular emphasis on the leadership positions held in Year 6 and the 'Kingsley Big Sisters' programme in Year 5 and 6, where pupils will help the younger members of the Prep School in assemblies, unfamiliar situations and shared reading time.

Pastoral organisation in the Senior School

The central importance of the pastoral system is recognised in the fact that all members of the teaching staff, including part time teachers, are attached to year teams, and are expected to take an active part in pastoral activities.

At Key Stages 3 and 4 there is a dedicated Head of Year for each year group. The Head of Sixth Form has pastoral responsibility for Years 12 and 13.

Heads of Year have a meeting every fortnight to discuss pastoral matters and wider issues relating to policies and new initiatives. Heads of Year meet with their teams informally every two weeks and formally twice every half term. There are also at least two meetings during the year when the Heads of Year discuss the teaching, learning and assessment of PSHE and Citizenship with the Head of PSHE.

The School Nurse plays an integral part in the pastoral work of the school: she contributes to the delivery of PSHE through specific lessons and assemblies, and provides support for pupils' emotional as well as physical wellbeing.

The School Wellbeing Counsellor also plays a vital role in supporting our students. Dealing with a wide range of social and emotional issues, she offers a confidential counselling service to pupils across all ages.



The Careers Coordinator organises occasional special events to highlight careers opportunities and possibilities, and provides support and up-to-date materials to Heads of Year and their teams delivering careers related topics in PSHE.

The school offers a wide range of leadership opportunities to girls, for example through the house system, mentoring schemes, the roles of form captain and Student Council representative, Year 8 office monitors, organising social and charity events, participation in the Duke of Edinburgh Award Scheme, and the Sixth Form leadership team.

The Learning Support team are a vital element within the pastoral care as they offer CPD to staff relating to individual pupil needs and share the latest pedagogy surrounding specific learning difficulties.

The Extended Pastoral Team comprising of the Pastoral Team, School Nurse, Wellbeing Counsellor and Learning Support Team meet once per term.

The DSLs and Deputy DSLs will also work very closely with the pastoral team, form tutors and any relevant external agencies as required.

Wide consultation is the norm when initiating, reviewing and revising pastoral policies.

Links with parents and carers

The school values and promotes close links and good relationships with parents.

- Concerns about pupils' progress, behaviour or well-being are shared with parents at an early stage. Parents of pupils who have for example earned a detention are invited to discuss their child's behaviour and attitude. Pupils who have problems which they share in confidence are encouraged to share their problems with their parents, and supported in doing so where appropriate.
- Parents are asked to share information about health or family matters which may affect their child's progress or behaviour at school.
- Parents are informed and sometimes consulted about pastoral issues through the annual parents' information evenings and talks from guest speakers.
- Pastoral policies are published on the website.